

# HANDBOOK

1973-1974

PRINCETON THEOLOGICAL SEMINARY

Princeton, New Jersey 08540



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# PRINCETON SEMINARY AS A CHRISTIAN COMMUNITY

## PREAMBLE

PRINCETON THEOLOGICAL SEMINARY is more than a school for the preparation of pastors and teachers of the Christian church. It is a community which undertakes to order its common life in accordance with the obedience of faith in Jesus Christ our Lord. Insofar as Jesus Christ is the norm and the guide of all that happens in the life of the community, it is possible to speak of Princeton Theological Seminary as a Christian community, and to commend the privileges and responsibilities of membership to successive generations of faculty, students and staff. Where Jesus Christ is the Lord of life, and is at work among those who live together in His service, the common life of all becomes the concern of each member of the community; and what happens to each member of the community belongs to the common life and the well-being of all.

### I. IMPLICATIONS OF MEMBERSHIP IN THE PRINCETON SEMINARY COMMUNITY

Membership in the Christian community of Princeton Theological Seminary implies:

1. The willingness to be guided in all things by the mind of Jesus Christ our Lord.
2. The obligation to give every effort to the preservation and upbuilding of the unity and well-being of the common life.
3. A responsible concern for the freedom, rights and obligations of the other members of the community — faculty, students and staff — in all phases of Seminary life.

### II. THE RESPONSIBILITY OF EACH INDIVIDUAL TO THE COMMUNITY

Each individual, by reason of his membership in this community, is responsible for every area of student life and activity. Thus, for instance, we do not conceive of the Administration and Faculty as over against the student body, but each member of the community is charged with a responsible concern for the conduct and the well-being of the group as a whole.

Our Campus Center, our dormitories, and our campus functions

are the concrete expression of our common life only insofar as we make them such. Those barriers which tend to be associated with rooms, halls, dormitories, eating-tables, geographical areas, race, and theological orientation, should be eliminated. The community must be a reality, not only as a confession of faith, but also in conduct; not only in worship and prayer, but also in social life and leisure time. In such a community individual problems will not become ingrown or isolated, but they will become the concern of neighbors in the true Christian spirit of a mutual bearing of burdens. The way will at times be left open for free discussion as an avenue to personal trust, and thereby to real community. On the other hand, community responsibility carries with it certain limitations of freedom out of regard for the rights, privileges and liberties of the other members of the group.

As a member of the Seminary Community each individual will determine his own conduct in accordance with the privileges and responsibilities of the common life, and he will consider himself obligated to assist every other member of the community in accordance with this commitment.

### III. OUR ATTITUDE TO THE COMMUNITY

The dangers inherent in our system of living are self-evident, and are the concern of all of us. We must avoid the temptation to change our sense of responsibility into an attitude of judgment. The results of such a mistake are destructive rather than constructive.

We are our brother's keeper. This means that while we do not make our brother's life and doings a matter of idle curiosity and public notice, we do seek both to share his life and burdens and to correct attitudes, practices, happenings in the community which violate the norm of the community's life.

Experience has already shown that conferences between faculty members and individual students, or between students and fellow-students, or with the President or the Dean of the Seminary, have been fruitful in resolving problems. It is recommended that these procedures be even more frequently followed and that others be explored with a view to avoiding flagrant and persistent violations of the community life.

### IV. SOME SPECIFIC AREAS WHICH TEST THE INTEGRITY OF THE SEMINARY AS A CHRISTIAN COMMUNITY

In accordance with these principles the students will exercise due responsibility toward:

1. Academic work — study, examinations, term papers, class attendance.

2. All-Seminary functions, such as the daily chapel service and other meetings which are officially sponsored.

3. Social life in the dormitories, the Campus Center, and on the campus.

4. The whole community, to keep it from breaking up into divisive groups.

## CHAPEL WORSHIP

A central act of the Seminary community is regular worship. We gather to worship God as revealed in Jesus Christ. We worship in response to God's initiative, receiving our unity from his Word and sharing together our affirmations and concerns.

It follows that our worship will not be formless and that our services will begin and end with an affirmation that it is God who calls and sends us.

It follows also that the regular service of worship, although it leaves room for the prophetic element addressing the ills of our society, of the Church, of our nation and of our personal lives, will not be a place for polemic nor for statements promoting anything but the lordship of Christ.

By action of the Chapel Committee, and in consultation with the Chapel Group, the following mechanical guidelines have been agreed upon:

1. The regular Chapel service, starting at 10:00 A.M. on Tuesdays, Wednesdays, Thursdays and Fridays, will ordinarily last *15 minutes*, with a 20-minute maximum. It should be concluded when the 10:20 bell rings.
2. The Choir will sing at each Wednesday Chapel service. All Chapel leaders will coordinate their plans with the Director of Music.
3. Tuesday and Thursday services will ordinarily be simple services of scripture, reflection and prayer.
4. Intercessions, concerns and thanksgivings shall be incorporated into the prayers frequently.

A series of "extended" Chapel services is held with off-campus persons and groups as leaders. The Sacrament of the Lord's Supper is celebrated frequently throughout the academic year, and from time to time evening services of worship are planned for the Seminary community.

The program of Chapel worship is under the direction of a faculty-student committee, which is responsible for planning and presenting the services of worship in Miller Chapel. Open to all members of the campus community, the Group provides a means for faculty and students to cooperate in bringing to liturgical expression their theological concerns.

# CAMPUS REGULATIONS

## PARKING

The purpose of Seminary parking regulations is to define areas which provide efficient, convenient parking for all members of the Seminary community and keep fire and other emergency lanes open. Because of fire regulations and, during the winter months, early-morning snow removal, please do not park on campus roads overnight. *These parking regulations are in effect during the entire year, including holidays and vacation periods.*

**Car Identification.** All members of the Seminary community are required to obtain permit stickers for all vehicles they intend to park on campus.

Student stickers and Staff and Faculty stickers may be obtained from the Business Office during the hours indicated for cashing checks and payment of fees.

Permit stickers are honored as long as the owner of the vehicle is a member of the Seminary community. The sticker should be affixed in the lower left corner of the rear window of the car.

Parking permit stickers must be displayed at all times. Any person who loses his sticker or has not yet obtained one should leave an explanatory card or note which can be seen through the windshield.

A person to whom a sticker is issued will be held responsible for violations, regardless of the actual driver of the car. Stickers must be removed when cars are sold or otherwise disposed of.

**Parking Area Assignments.** Your parking sticker identifies your vehicle as one belonging to a student or to a faculty or staff member. Park only in the areas designated for your classification.

Parking areas for each group are as follows:

### STUDENTS:

1. *Main Lot behind Campus Center* — 140 spaces reserved for residents of Alexander, Brown and Hodge Halls, and off-campus students.
2. *Tennent Hall Lot* — 50 spaces to be reserved for residents of Tennent, North and South Halls.
3. *Seminary's Old Borough Hall Lot* — 50 spaces to be reserved for off-campus students and residents of Erdman Hall.
4. *Speer Library Lot* — 62 spaces reserved for off-campus students and guests of Library; no overnight parking (except for the Librarian).

5. *Hodge Hall* — side nearest Campus Center, except the two spaces nearest the front steps and one space at the rear. These middle spaces are for the use of off-campus students to pick up their mail in the basement of Hodge Hall and may be used for periods of not more than 15 minutes.
6. *Seminary Campus Roadways* — student parking permitted only between 5:00 P.M. and midnight on weekdays and all day Saturday and Sunday. The area in front of the Administration Building is reserved at all times.

#### FACULTY:

1. Along the campus roadway on the east side of the main campus in front of Stuart Hall, Chapel and up to Alexander Hall. (Parking prohibited directly in front of Miller Chapel.)
2. Reserved spaces in Speer Library Lot.
3. In front of Tennent Hall and 110 Stockton Street.

#### STAFF AND ADMINISTRATION:

1. West campus roadway in front of Hodge Hall.
2. North end of roadway to rear of Hodge Hall.
3. Two spaces at south end of roadway to rear of Hodge Hall. (Reserved.)
4. Small parking lot between Campus Center and large parking lot next to Corporation Yard.

#### VISITORS:

Several areas have been designated for visitors parking. If you expect a visitor, it would be well to suggest that he park in one of these areas:

1. The largest area, in front of the Campus Center, is for daytime parking only.
2. A few spaces are available in front of the Administration Building.
3. Visitors may also park in the small parking lot between the Campus Center and the Corporation Yard Lot.

#### RESTRICTED PARKING AREAS:

1. The area in front of the Administration Building is not available for staff parking except for 3 spaces reserved for designated offices.

2. The area on the roadway at the east end of the campus and in front of the Chapel and Stuart Hall is reserved for *faculty*.
3. The area to the north of the Chapel and behind 29 Alexander Street is specifically for the use of the *tenants* in the houses adjoining that property.
4. The area behind Payne Hall is reserved for the *tenants of Payne Hall*.

Seminary lots are to be used for parking only and may not be used for storage of vehicles or trailers. Parking permits of violators may be revoked.

*Speed Limit.* The speed limit on all campus roadways and parking lots is 20 miles per hour.

*Parking Regulations.* Cars must be parked within parking space dividers. Park head-on in parking lots.

Observe "No Parking" signs at all times. Parking is prohibited in front of and behind the Campus Center and around Alexander Hall.

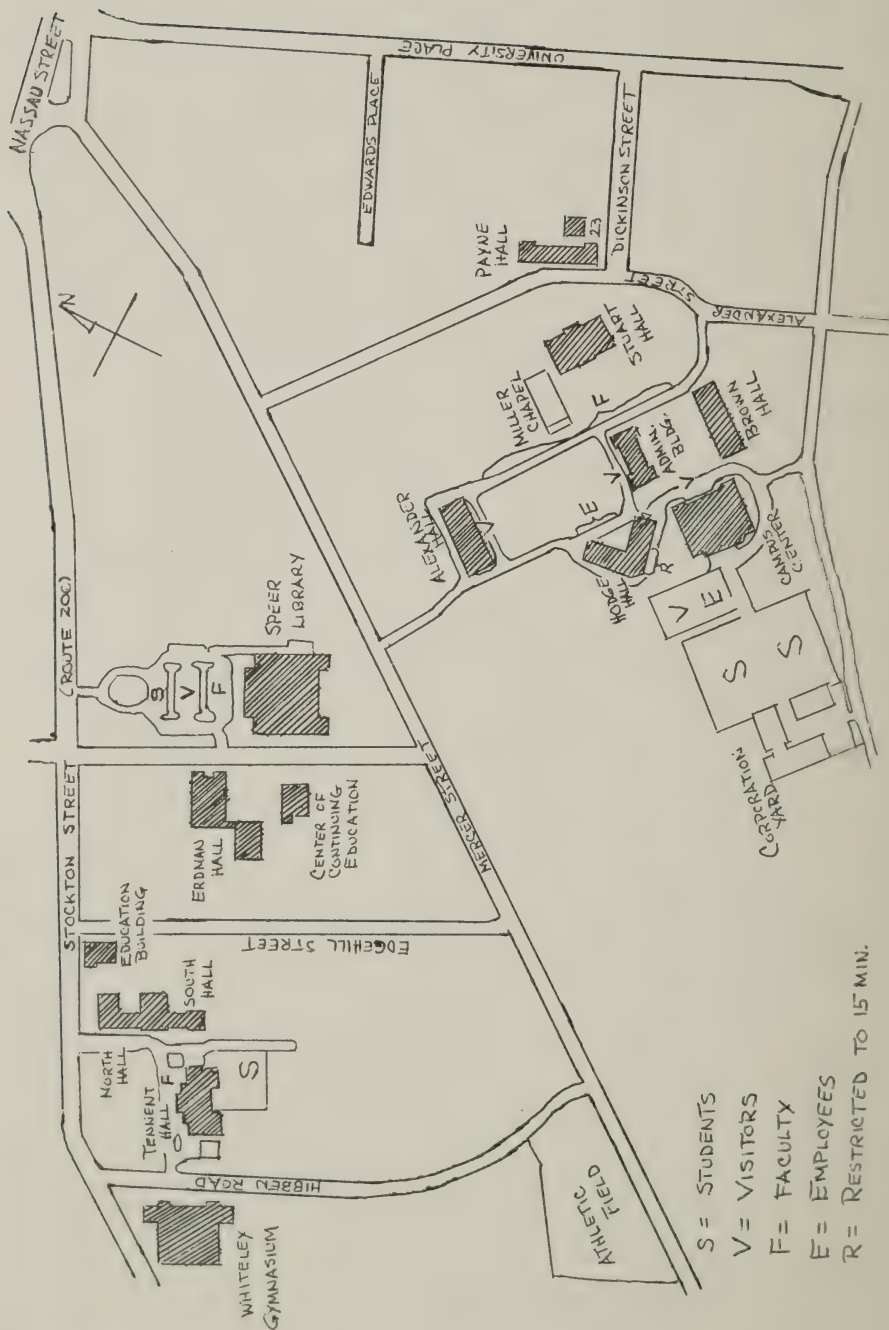
Observe all "Stop," "Do Not Enter" and "One Way" signs.

Do not wash or wax cars on campus roadways. Use parking lot for this purpose. Use a bucket, not a hose, on water taps.

*Violations.* Tickets will be issued to all cars parked in violation of the above regulations. Fines for violations are \$2.00, payable at the Business Office in the Administration Building during Cashier's hours. Any fine not paid by the end of 10 days will be doubled. Any fine not paid within 20 days from the date of the ticket will be increased by another \$2.00. If the fine has not been paid by the end of 30 days from ticket date, \$6.00 will either be deducted from the pay check, or in the case of a student, added to the student's account.

Cars not identified by Seminary parking stickers which are involved in repeated parking violations will be towed to a nearby public garage at the owners' expense.

*Appeal Procedure.* Students or employees who wish to appeal a parking ticket may do so by writing a letter to the Parking Violations Review Committee and forwarding the letter to the committee in care of the Business Manager. The letter must note the name of the vehicle owner, the parking permit number, violations stated on the ticket and grounds for appeal. Appeals will be reviewed promptly by the committee and a written advice of the committee's action will be sent to the petitioner.



## DORMITORY REGULATIONS

Dormitory rooms are provided by Princeton Theological Seminary for those enrolled. Rooms are assigned directly for a student's use and may not be sublet without the written permission of the Director of Housing. Contracts for rooms are based on the charges specified in the Seminary catalog, and the rental period extends from mid-September to the end of May. Dormitories are open for regular occupancy from the Monday preceding the beginning of classes through Commencement. All rooms must be vacated by the day after Commencement. Any exception to this regulation must be approved in writing, by the Director of Housing. Dormitory occupancy will not be available during the summer except for regularly enrolled summer students.

Furnishings include: Bed, mattress, pillow, bureau, chairs, table, mirror and bookcase. In signing the agreement the student accepts the responsibility to care for the room and its furnishings. An inspection will be made of each room about mid-April or upon notice of termination of the contract. The cost of repair or replacement beyond normal wear and tear will be billed to the student. Cleaning equipment, such as a dry mop, broom, dust pan, brush and sweeper will be provided by the Seminary in designated locations in each dormitory. Maid service is *not* provided.

All students are requested to observe the following:

### *DO*

Exercise care to prevent fires.

Know location of fire exits.

Know location of fire alarm stations.

Exercise care in the use of electrical appliances.

Iron clothing only in the areas specifically provided for that purpose.

Secure telephone installation applications at the Office of Housing.

Keep food for snacks well protected from ants and other insects.

Empty trash in the designated location on your floor.

Separate paper from cans and glass.

Check with your custodian to borrow a dry mop or sweeper.

Report presence of roaches, ants or other pests to Director of Housing. A professional exterminator is employed on a monthly call basis.

## *DO NOT*

Run extension wires under rugs.

Use light fixtures which exceed a total of 250 watts in single occupancy rooms or 500 watts for double occupancy rooms.

Cook in dormitory rooms.

Tamper with fire equipment.

Move furniture from one room to another.

Use water beds.

Use ordinary nails or tacks to hang pictures.

Use scotch tape on walls as it tears paint from plaster.

Bring pets, of any kind, into dormitories or classrooms.

Store anything on the outside window sills of dormitories (bottles, foods, etc.)

Park cars in restricted areas or on campus roadways overnight.

Store, use or carry inflammable liquids in dormitories.

## *PROHIBITED*

Electric refrigerators, ice boxes, hot plates, or other large appliances.

## *EMERGENCIES*

Fires should be reported immediately, first to Princeton Borough Police, 924-4141, then to Mr. Lawder, 921-6180 and/or Mr. Reed, 448-3882.

Should there be a plumbing, heating or electrical emergency please telephone the following in order:

Thomas W. Brian, Superintendent of Grounds and Buildings — 921-8834

Samuel D. Sassman, Chief Engineer — 924-0337

Walter Mazurek, Maintenance Supervisor — 882-0952

Theft, or matters of security emergencies, should be reported immediately to:

William E. Lawder, Treasurer and Business Manager — 921-6180

Clarence E. Reed, Director of Housing — 448-3882

All normal maintenance requirements relating to the buildings and grounds should be reported to the Superintendent of Grounds and Buildings during working hours 8:30—4:30, Monday through Friday.

If you wish your room assignment changed, please either see the Director of Housing or send him a written request. Prompt action will be taken within space limitations at that time.

A limited number of guest facilities are available at a nominal charge. Reservations and keys, for these accommodations, are available only during regular office hours. Visits to the Seminary campus by youth groups and other organizations must be arranged for in advance with the Director of Housing, whether the Seminary is in session or not. The host will be given instructions regarding meals, rooms, parking and facilities available on campus. *If meals are involved, arrangements must be made at least one week in advance.* It is important that these steps be followed, so that visitors are not embarrassed by lack of arrangements and conflicting schedules.

Information regarding the spring room drawing is circulated in March each year with a list of available rooms being posted prior to the established date in early May. The drawing is conducted on a priority basis with new upperclassmen, graduates and seniors drawing first and Middlers drawing in the second group.

## IDENTIFICATION CARDS

An individual identification card is issued to each student, faculty member and administrator. Each card is to be used only by the person whose name appears on its face and should be carried at all times. The Princeton Seminary card must be presented when borrowing books from either Speer Library or Firestone Library at Princeton University.

Each student card is issued for the period during which he is expected to be in residence at Princeton Theological Seminary. The following schedule shows the dates of issue, periods of use and dates of expiration according to programs of instruction:

	<i>Issued</i>	<i>Period</i>	<i>Expiration</i>
M.Div.	At time of registration	3 yrs.	Expected graduation date
M.S.W.	At time of registration	4 yrs.	Expected graduation date
M.A.	At time of registration	2 yrs.	Expected graduation date
Th.M.	At time of registration	1 yr.	Following June
Ph.D.	At time of registration	2 yrs.	Expected end of residency
D.Min.	At time of registration	1 yr.	Expected end of residency

Identification cards should be picked up at the Business Office at the time of registration or payment of fees.

Cards for faculty members and administrators are issued each September 1 and are valid for one year.

## MAIL

Students should arrange to have their incoming mail addressed to their individual room number, name of dormitory, Princeton Theological Seminary, Princeton, New Jersey 08540. The United States Postal Service delivers all U.S. mail directly to the student rooms in Alexander, Brown and Hodge Halls.

Individual mail boxes will be assigned to all full-time students living off campus, including doctoral students in residence. Mail addressed to off-campus students which comes to the Seminary will be placed in these boxes. We urge you, however, to notify all correspondents of your present residence, as these boxes are intended only for intra-Seminary mail.

## TELEPHONES

Any student who wishes a telephone installed in his Seminary room or apartment must obtain an application from the office of the Director of Housing, Hodge Hall.

## SMOKING

Smoking regulations vary for the different campus buildings. Please do not smoke in areas which have "No Smoking" signs. Students are reminded that smoking is not permitted in Speer Library except in lounges where "Smoking Permitted" signs are posted. Smoking is not permitted in any part of Stuart Hall except the basement lounge.

## NOTICES AND PICTURES

Post notices only on bulletin boards provided for that purpose. Please do not post signs on doors or walls or nail placards to trees. Pictures etc. are not to be taped to walls.

## USE OF GROUNDS

Students may practice outdoor sports on the athletic field or between Brown Hall and College Road, *but not on the Seminary lawns at any time.*

## USE OF SEMINARY BUILDINGS

The Campus Center, with its dining rooms, auditorium, snack bar, lounges, guest bedrooms and rooms for faculty conferences, Student Council and group meetings, is a focal point for Seminary

life. Its policies are determined by a committee chaired by Dr. W. J. Beeners. The authority in carrying out the policies in relation to the building also rests with this committee.

Because the Campus Center is a decisive factor in creating on the campus the spirit of Christian community, students are urged to avail themselves fully of the opportunities for corporate life in the dining room, lounge and recreation areas.

Reservations for rooms in which meetings are held are arranged through the office of the Director of Housing. Available rooms are Stevenson Lounge, the Auditorium and the Alumni and Student Council Rooms, when the latter two are not in use for classes, etc. It is the policy of the committee to keep the main lounge as a fellowship center. For preservation of both the rugs and the furniture, it is requested that the furniture not be moved. The use of the small dining room for teas or dinners must also be arranged, through the Housing Office.

Announcements in the dining room are made by students chosen by the Campus Center Committee. Announcements to be made must be written out in full and given to the student in charge. These announcements must pertain to the student body and may be edited by the officiating student.

*The Small Dining Room* is for official functions, not for private parties, and may be reserved through the Housing Office. Notice must be given *at least* 48 hours in advance to reserve this facility.

*The Main Dining Room* — reservations for groups of 10 or more persons should be made at the Housing Office at least 24 hours in advance of scheduled meal.

*The Guest Bedrooms* may be reserved through the Housing Office. Rates are \$6.00 for single and \$10.00 for double rooms.

*The Campus Center Furniture*, especially in the Lounges, Alumni Room and Small Dining Room, should be treated with care and not moved without approval of the Superintendent of Grounds and Buildings.

*The Lounge Library* is a non-circulating library, and books and magazines are to be read *in the Lounges only*.

*The Bulletin Boards* are for up-to-date notices by Seminary organizations and official groups. Arrangements for posting notices should be made through the Social Chairman. Notices must NOT be posted on doors, walls, etc.

**Miller Chapel.** The Director of Music is responsible for the use of the Chapel organ. He must require a certain level of competence from guest organists (for weddings, etc.) and from students who use it for practice. He also supervises the music rooms, pianos and all related equipment. In his absence, permission to use the organ must be obtained in writing from either the Professor of Preaching and Worship or the Business Manager.

Day-to-day worship services of the campus community are supervised by the Director of Chapel Programs. All notices in *The Wineskin* concerning regular Chapel worship programs are prepared in his office; students and faculty are expected to discuss their Chapel services with him.

The Faculty-Student Committee on the Chapel meets periodically to discuss policy, receive reports of past and projected programs and make recommendations regarding the spiritual and devotional life of the campus.

The schedule of academic meetings in Miller Chapel (preaching sections, etc.) is arranged by consultation between the Registrar and the Professor of Preaching.

A Liturgics Resources Room is being developed in the Chapel which will provide resources for the development of services of worship both on the campus and in field work churches.

All arrangements, including finances, for the use of the Chapel for weddings and baptisms are made through the Office of Student Housing.

Any group who wish to use the Chapel for other than academic or official meetings should consult the campus appointment calendar maintained in the Office of Student Housing.

The Professor of Preaching and Worship arranges worship programs for Convocation, Baccalaureate, Commencement and inaugurations; all-Seminary services of Holy Communion which involve special care of the silver vessels; and the program of extended services (including auxiliary arrangements for the guest speakers). He also has general oversight of the Chapel building, to avoid scheduling conflicts.

Because the Princeton Seminary campus lies open to the general public, it has become necessary to lock the Chapel doors at 10:30 P.M. on week days and from 12:30 P.M. Saturday until 8 A.M. Monday.

**The Charles G. Reigner Christian Education Reading Room.** The faculty, students and friends of Princeton Seminary have at

their fingertips a growing collection of materials related to the field of Christian Education. In the Reigner Reading Room of the Education Building at 100 Stockton Street are kept a variety of periodicals, audio-visual materials, simulation games, curriculum, books and pamphlets which cover many of the practical and theoretical aspects of the Christian Education and general education. These materials are available for examination and use in the Reading Room and may be checked out overnight or over week-ends for use in field work responsibilities and study. Audio-visual materials and equipment may be reserved in advance.

Books, pamphlets, periodicals, and pictures are free. There is a handling charge of twenty-five cents on audio-visual sets, simulation games and one dollar on equipment to provide funds for maintenance and replacement. Overdue materials and equipment incur reasonable fines. These fines are designed to encourage the return of materials promptly so that they will be available in the Reading Room for use of others.

The Reading Room is open each week on the following schedule: 1:30—4:30 P.M., Monday through Friday; 9—11 A.M., Mondays and 10:30—12 noon, Saturday.

Members of the Christian Education faculty are available for consultation on the use of these materials and a student assistant is present whenever the room is open to check out materials, to give assistance in finding information and materials, and to demonstrate the operation of the equipment on request.

From time to time the Reading Room staff sponsors programs when special practical problems of Christian Education are discussed, often under leadership of someone with considerable experience in the area under discussion. These programs are open to all who are interested.

**Speer Library.** HOURS FOR SPEER LIBRARY are 8 A.M. to 11 P.M., Monday through Thursday; 8 A.M. to 10 P.M., Friday; and 9 A.M. to 4:45 P.M. on Saturday. The Circulation Desk closes at 10 P.M. on week days. Vacation hours are 9 A.M. to 5 P.M. on week days and 9 A.M. to 12 noon on Saturday. The Library is closed on most legal holidays.

A WARNING BELL will be rung fifteen minutes before closing time and again at closing time, immediately before the lights are turned off at the switchboards. Students are requested to leave the building promptly, while the lights are still on.

ALL BOOKS AND BRIEFCASES are inspected at the circulation desk as users leave the library.

THE NIGHT BOOK RETURN is at the left of the outer lobby of the main entrance. Books may be returned there when the library is closed. When the library is open, users are requested to return books to the main circulation desk.

THE COAT ROOM is near the main entrance. Coats, umbrellas and briefcases may be left there. Valuables may be checked at the circulation desk, if desired.

THE CARD CATALOGUE is on the right side of the main entrance hall as one faces the Reading Room. Students and visitors are requested not to use the pull slides of the catalogues, but to take the catalogue trays to the consultation tables to avoid congestion at the catalogue. Assistance in the use of the card catalogue may be obtained from the reference librarian, across the foyer from the catalogue, or from any other member of the library staff.

THE REFERENCE COLLECTION and the reference librarian's desk are on the left of the main lobby as one faces the main reading room. The reference librarian will be happy to assist in the use of the catalogue, consultation of reference books and bibliographies and preparation of bibliographies and term papers. If the desk is not staffed, students are requested to inquire at the circulation desk, where as much assistance as possible will be given.

All reference books (other than reference commentaries which may go out overnight) must be used within the library building, preferably near the reference area.

RESERVE BOOKS are placed in the stacks immediately outside the middle door of the main reading room. These books may be used anywhere in the building, but preferably in the main reading room. Students are requested to take only one reserve book at a time and to return it promptly to the shelves marked for returned reserve books. No more than two reserve books or reference commentaries may be borrowed for the night, at 9 P.M. (or at 3 P.M. Saturday); these must be returned to the circulation desk before 9 A.M. the next day the library is open. Charge cards for each book so borrowed must be filled out and left at the circulation desk before leaving the building. The fine for failure to return reserve books or reference commentaries on time is 25 cents for each book for each hour overdue.

REFERENCE COMMENTARIES, in the stack row west of the Reserve Books, are to be used under the same conditions as reserve books.

CURRENT PERIODICALS are at the south end of the main reading room. Approximately 300 periodicals are displayed here. Those

which cannot be displayed, for lack of room, are shelved behind the main circulation desk, where students may ask for them.

RECENT UNBOUND PERIODICALS may be borrowed over-night on the same basis as reserve books. Old unbound periodicals may be borrowed for two weeks; they may not be renewed. The most recent number may be checked out on the same basis as a reserve book. BOUND PERIODICALS are in the stacks on the second floor, south of the main aisle. They should be used in the library building if at all possible. If they must be borrowed, they may be taken for two weeks only; they may not be renewed.

THE BOOK STACK has three levels. On each floor the main aisle has all directional signs for the location of books on that floor. Pamphlets, marked Pamph. or P. in the call number on the catalogue cards, are normally shelved in green boxes at the end of each classification section. Folios (except R and Z folios) are shelved in the basement, at the west end. R and Z folios are shelved at the end of the reference collection. Please do NOT reshelve books while browsing in the stacks; leave them on tables or flat on the shelves.

THE CARREL TABLES at the north and west ends of the stacks are free for all users of the library and will not be assigned to individuals. However, students may have assigned to them shelves in the stacks near the carrels. They may then keep such books as they wish to retain in the library building on the assigned shelves and use any carrel table that is free when they are in the library building. All library books kept on individually assigned shelves must be charged at the circulation desk. Books and periodicals not charged should be returned to the circulation desk or placed flat on tables or shelves in the stacks. Apply at the circulation desk for assignment of shelves.

THE GRADUATE STUDY ROOM for all graduate students is at the front of the building on the second floor. Shelf space will be assigned to each graduate student who wishes it; make your request at the circulation desk. Graduate students may keep their books in the room on the assigned shelves and use available space at the tables. All library books kept on assigned shelves must be charged at the circulation desk.

SEMINAR ROOMS are assigned to appropriate seminar classes each term, through consultation with the Librarian.

PRIVATE STUDIES, entered from the corridor of the gallery on the second floor, will be reserved for visiting scholars who can devote

full time to advanced research. Application for their use should be made in writing to the Librarian.

THE GENERAL LOUNGE is on the second floor of the building. Smoking is permitted here. Lunches may not be eaten in the Lounge; if inclement weather makes it impossible to use the campus eating facilities, please inquire at the circulation desk for alternatives.

TYPING ROOMS are on the first floor of the building, at both ends of the row of carrel tables at the rear of the building; on the second floor, at both ends of the row of carrel tables and at the north end of the corridor opening into the seminar rooms. Typing room 216 at the south end of this corridor is reserved for Ph.D. candidates. Students may keep their typewriters on the tables; if they will be absent several days, they may prefer to check their typewriters at the circulation desk.

WASHROOMS are on the second floor, off the corridor leading to the seminar rooms. The classroom wing washrooms are on the first floor, on the north side of the lobby opening on Library Place.

CLASSROOMS 201, 202, 203 and 205 are on the second floor of the Library Place side of the building. Students who enter from Mercer Street may turn left in the outer lobby, without entering the library proper, and use the stairs to the classrooms.

A PASSAGE runs on the first floor from the Library Place lobby to the Mercer Street lobby. Students entering from Library Place may use it to reach the library proper. The more direct entrance to the library is closed when classrooms are in use, to prevent classroom noise from disturbing readers.

A PAY TELEPHONE is on the first floor, on the Mercer Street side between the main entrance and the stairs to the second-floor classrooms.

MESSAGES FOR STUDENTS in the library will be received and posted on the bulletin board at the circulation desk. Students cannot be paged except in emergencies.

THE ARRANGEMENT OF BOOKS for non-religious classes follows the Library of Congress system. The Library of Congress notation is also used for Church History, non-Christian religions and most Biblical studies. For other religious books the library retains a simple scheme of classification. A Summary of Classification is available at the circulation desk. The mimeographed Guide to the Location of books will help the student find his way to the shelves

where the various groups of books are arranged. In each classification books are usually arranged alphabetically by author or editor; in a few instances they may be arranged alphabetically by the series to which they belong (especially in A-3b and in II-1.2) or by the title of the book, if the author is not known.

Biographies in II-2 are arranged alphabetically by the subject of the biography; when there are several biographies of the same person, arrangement is alphabetical by author.

The bookstacks are open to all students. However, students are requested not to replace books on the shelves after inspection, but to place them flat on empty shelves, ledges or tables. An exception is books in reference collections, which should be reshelfed immediately after use.

RARE BOOKS, MICROFILMS and materials from special collections may be obtained at the circulation desk upon presentation of a charge card for the desired items. These materials must be used in the library and must be returned to the circulation desk before the reader leaves the building.

THE PROCEDURE FOR BORROWING BOOKS is: Obtain the book from the stacks, fill out a charge card and present both book and card at the circulation desk. Be sure to fill in on the charge card the full call number (copied from the inside front cover of the book), the author, and title (copied from the title page); and present your seminary identification card. The attendant will stamp in the back of the book the date when it is to be returned to the library. If a book is not found in its proper place on the shelf, please inquire at the circulation desk. The attendant will report to you if the book is charged out and will ask you to fill out an application for it. You will be notified by mail when the book has been returned to the library.

Please charge out books not later than 15 minutes before closing time.

Most books, including the new ones, circulate for a period of two weeks. Those which do not circulate include reference works; rare books; many old folios and, in certain collections, some expensive sets. New books circulate for a period of two weeks. Regulations on periodicals and reserve books are noted above.

FINES are charged at the rate of 5 cents a day for overdue books from the general collection not returned to the desk by closing time on the date due. Reserve books and overnight books due at 9:00 A.M. are charged for at the rate of 25 cents for each book for each hour overdue.

*add section as to when they*

*Ans 1 are due or to be reported to Treasurer*

XEROX 1000 COIN-OPERATED COPY SERVICE is available to patrons who wish to make photocopies of library material in the public domain and single copies, within the provisions of the principle of fair use, of copyrighted material. The staff can also make arrangements for microfilms of library books and photographs of plates.

THE PRINCETON UNIVERSITY LIBRARY lends books to Seminary students who present Seminary identification cards. Any books available to other users, other than those in the Dixon Collection, may be borrowed; they may be used only locally, so that they remain immediately available to Princeton University users. Any change of address or telephone number must be reported to the Circulation Desk at Firestone Library.

**Whiteley Gymnasium.** Whiteley Gymnasium, at the corner of Stockton Street and Hibben Road, is available to the Seminary community Monday through Friday from 7:00 A.M. to 11:00 P.M. and, upon special arrangement, on Saturday. It may not be used at any time on Sunday.

Seminary students may use the facilities on an individual basis at any time during the hours listed above; group activities must be scheduled with the Athletic Director.

Other members of the Seminary community may use the gymnasium on an individual basis at any time. *However, any member less than 18 years old must be accompanied by a member of the Seminary community over 18 years of age;* this may be either a Seminary student or the parent. The adult must be present throughout the time of use.

Any other members of the Seminary community who wish to use the gymnasium on a group basis should arrange the schedule with the Athletic Director. If minor children of faculty, administration or students schedule group activities with the Director and receive permission to use the facilities, the adult sponsoring the event must be present at all times the group is there and take full responsibility for the group.

Use of the gymnasium by outside groups, whether or not sponsored by some member of the Seminary community, must be scheduled by the Athletic Director. They must also clear insurance coverage with the Director of Housing; all such groups must submit in advance of use certification of \$100,000-\$300,000 liability insurance in favor of Princeton Theological Seminary.

Keys may be obtained from the dormitory representatives or at the reception desk in the Administration Building. Each key must be signed out and signed in upon return to the issuing agent. Individuals using Whiteley Gymnasium are responsible for preventing unauthorized groups from entering during their use and for locking up when they have finished.

These regulations are designed to permit use of the gymnasium facilities by all members of the Seminary community, and the cooperation of each individual member is solicited. Outside groups or non-members of the Seminary community who disregard these regulations will be denied further use of the gymnasium.

## USE OF SEMINARY FACILITIES

Following are some guidelines with respect to the use of Princeton Theological Seminary's resources insofar as political programs or activities are concerned. These guidelines are designed as a temporary statement and will be put in final form upon receipt of the results of further study by our legal counsel. Princeton Seminary facilities and resources have been established and can be used only for educational purposes and may not legally or morally be used for partisan political purposes, including campaigning.

In order to provide a clear understanding of the separation of Princeton Seminary's educational programs and any organized political activities and to assure that political campaigns and election activities will in no way be supported by Seminary resources, the following guidelines should be strictly adhered to:

1. The Seminary name or seal cannot be used on stationery intended for political purposes. This would include, but not be limited to, the solicitation of funds or carrying on of a political campaign.
2. No Seminary office or facility should be used as an official mailing address for political correspondence. The name of the Seminary should not be used in such correspondence either in the address or in the body of the material, and titles designating the normal association of the individual with the Seminary should not be used in such correspondence.
3. Seminary facilities must not be used for political purposes or campaigning.
4. Employees of the Seminary must not be asked to perform tasks relating to partisan political activities while on regular duty at the Seminary and, as mentioned above, Seminary administration and faculty offices should not be used for this purpose.
5. Faculty and staff have an obligation to perform normal responsibilities, and participation in partisan political programs should not be at the expense of these responsibilities.
6. *Reservations for use of space must be made at the Housing Office in the master calendar book.*

# CAMPUS ORGANIZATIONS

## STUDENT GOVERNMENT

The Student Council members elected to office for academic year 1973-74 ran as co-equals, rather than in the usual hierarchy of President, Vice-President, etc. While final responsibility rests upon them, the majority of student government decisions (budget, appointments, etc.) will be made in monthly open student meetings called by the Council.

### *Student Council Members:*

Senior Representative — Virstan Choy

Middler Representative — Deborah Jetter

At-Large: Michael Livingston, Scott Patterson, Roger Watts

## CONSTITUTION

### OF THE STUDENT BODY OF PRINCETON THEOLOGICAL SEMINARY

#### I. ORGANIZATION

##### A. PURPOSE OF THE STUDENT GOVERNMENT

The Student Government of Princeton Theological Seminary shall coordinate student activities and concerns, shall represent students in contacts with Princeton Theological Seminary faculty and/or administration, and shall facilitate student involvement in non-seminary organizations and interests.

##### B. STUDENT BODY

The Student Body shall consist of all regularly admitted students, except Doctoral candidates, who are currently enrolled and paying either the Basic or Comprehensive Fee.

##### C. STUDENT GOVERNMENT

###### 1. Membership

The Student Council shall consist of seven co-equal members which shall have its members elected as follows: three members shall be elected at large by and from the student body and the four remaining members shall be elected one each from the Junior Class, Middler Class, Senior Class, and Th.M. Candidates by their respective constituencies.

## 2. Organization

- a. The member of the Student Council elected from and by the Senior Class shall convene the Student Council and shall act as moderator until that body determines its operational structure and procedure, which shall be the initial business of the body.
- b. The Student Council shall annually determine its own internal organization and shall assign specific responsibilities accordingly.

## D. PLANNING BOARD

1. The Planning Board shall consist of one representative from each student organization in the Seminary community.
2. Within one week after the April election each student organization shall present to the New Student Council the name of the person who will represent that particular organization for the forthcoming academic year.
3. The New Planning Board shall be called into session within two weeks following the April election in order to plan the Student Government Budget for the forthcoming academic year.
4. The Student Council shall convene the Planning Board within the first two weeks of each semester in order to coordinate student activities.
5. The Planning Board may be convened at any time by the Student Council for consultative purposes.

## II. FINANCIAL

- A. The Student Council shall prepare the Student Government Budget in consultation with the Planning Board.
- B. The Student Council shall have final approval of the budget and expenditures.
- C. The newly elected Student Council shall immediately be responsible for any financial commitments for the forthcoming year.
- D. The Student Council shall select a person from among its members to coordinate financial recordkeeping and transactions with the Treasurer of the Seminary.

- E. The Treasurer of the Seminary shall be authorized to pay out money from the Student Government Account by the receipt of a T-1 (Order on the Treasurer) Form properly filled out and signed by the Student Government Treasurer. (ref. sec. II D above)
- F. The Student Council shall present a financial record including all monies budgeted, disbursed and remaining in the several accounts to the Student Body in December and April.

### III. OPERATIONS

#### A. MEETINGS

- 1. The Student Council shall hold regular monthly meetings. Such meetings shall be announced one week in advance of the scheduled meeting by notice in *The Wineskin*.
- 2. Special meetings of the Student Council shall be called with twenty-four hours notice as follows:
  - a. At the request of at least two members of the Student Council; or
  - b. upon receipt by the Student Council of a petition requesting such meeting signed by at least twenty seminary students.
- 3. In the case of either Regular or Special meetings, the agenda, time and place of the meeting shall be conspicuously posted at least twenty-four hours prior to the meeting.
- 4. A quorum for all Council meetings shall be five duly elected members.
- 5. The latest edition of "Robert's Rules of Order, Revised" shall be the rules governing all meetings.

#### B. ELECTIONS

- 1. Election Schedule
  - a. The elections for Senior Class, Middler Class and the three At-large Representatives to the Student Council shall be held on the first Monday of April for the forthcoming year.

- b. The elections of the Junior Class and the Th.M. Representatives to the Student Council and of the student members of the Seminary Conference shall be held on the second Monday of October for that academic year.
- c. Any vacancy in the positions listed in III B 1 a above, prior to the beginning of the school year, shall be filled by a special election held concurrently with the regularly scheduled October election.
- d. Any vacancy occurring during the school year shall be filled by a special election held within three weeks after the vacancy is declared by the Student Council.

## 2. Petition and Election Procedure

- a. Nomination to an elected office is made by petition. Petitions shall be made available at least seventeen days prior to the date of the election and an announcement of the election shall previously have been placed in *The Wineskin* specifying where and when petitions may be picked up and returned.
- b. Any member of the Student Body, as defined in Sec. I B above who is not on academic probation and can serve for a full academic year is eligible to be nominated for a position.
- c. The petition shall read as follows:

"We the undersigned request that the name of \_\_\_\_\_ be placed on the Student Council ballot to represent the:

Junior Class      \_\_\_\_\_      Th.M. Candidates      \_\_\_\_\_  
 Middler Class      \_\_\_\_\_      Students-at-large      \_\_\_\_\_  
 Senior Class      \_\_\_\_\_"

or:

"We the undersigned request that the name of \_\_\_\_\_ be placed on the Seminary Conference ballot to serve from the:

M.Div. Program      \_\_\_\_\_  
 M.A. Program      \_\_\_\_\_"

- d. Each Petition must be signed by at least fifteen members of the group to be represented.
- e. An individual may be nominated for no more than one Student Council position.
- f. Each returned petition shall be accompanied by a 25 to 50 word biographical sketch.
- g. The deadline for Petitions and Biographical sketches shall be ten days before the date of the election.
- h. The Student Council shall print and distribute the Biographies at least five days before the date of the election, as well as announce the times and places of balloting.
- i. On election day balloting shall be held for at least one hour in each of the following places: Campus Center during lunch; the Library; and at the Princeton-Windsor Apartments.
- j. The Student Council shall be responsible for implementing the Election procedure, tallying the votes and announcing the results.
- k. Any otherwise eligible student desiring to be elected to an office but who has not submitted a nomination petition and biographical sketch by the deadline in III B 2 g is entitled to be voted for as a 'write-in' candidate. Each ballot category shall provide a space where such a candidate's name may be written in by the voter.

### 3. Term of Office

- a. Representatives elected on the first Monday of April shall take office on the last day of that Spring term and serve until the last day of the following Spring term.
- b. Students elected on the second Monday in October shall take office upon their election and serve until the last day of the following Spring term.

### 4. Recall of Student Council Member

- a. An elected Student Council member can be recalled by presenting to the Student Council at a Regular meeting a petition requesting his/her re-

call, giving the reasons for such a request, and signed by 2/3 (two-thirds) of the students from the constituency which elected him/her.

- b. Upon the receipt of such a petition, the Student Council shall validate that the required number of signatures has been presented, declare the position vacant and schedule a Special Election to fill the position.

#### C. AMENDMENT(s) TO THE STUDENT CONSTITUTION

1. A proposal to amend the Constitution can be initiated on petition to the Student Council by fifty (50) students or four Council members.
2. The proposed amendment(s) to the Constitution shall be presented by the Student Council to the Student Body at a meeting called within two weeks after the Council meeting at which it was received.
3. A two-thirds majority of those Seminary students voting in a seminary-wide ballot shall be required to amend the Student Constitution.
4. A vote on the proposed amendment(s) may not be scheduled less than seven days nor more than twenty-one days after the Student Body meeting at which it was presented.

#### D. RECORDS MAINTENANCE

1. Minutes of all Student Body and Student Council meetings shall be kept and shall include in addition to the record of the actions taken the number of members present, the time and place of the meeting, and a statement that the meeting was duly called. (ref. sec. III A 1&3)
2. Using accepted accounting practices, financial records shall be maintained reflecting the status of receipts and disbursements with regard to the budget. Such status shall be reported at the regular meetings of the Student Council and shall become a part of the minutes.
3. A summary of both Student Council and Student Body meetings shall be printed in *The Wineskin* immediately following the date of the meeting(s).

## ACTIVITIES

Several political and interest groups function in a loose relationship with the Student Council. Each group has its own leader, but most of them are at least partially supported by student government money. It is expected that from time to time new groups will form to carry out specific tasks or to act in response to specific concerns. A major function of the Student Council is to facilitate the ministry to students by these existing and emerging groups.

The Association of Black Seminarians is an organization whose main concern is with the unity of black people. The means by which we attempt to obtain this unity is through such things as the enhancement of our cultural awareness, a broadening of our theological ideologies from the black perspective, and an attempt to make more relevant the role of the ministry and the black church in the community.

### OFFICERS

Phyllis Neal  
Michael Livingston  
Donald Oliver

The International Students' Association is the organization of students and visiting fellows who come to Princeton Theological Seminary from countries other than the United States. The Association provides international students with orientation assistance, social and cultural activities and a forum for discussing issues of international interest. The Association also encourages dialogue among international and American seminary students and the Princeton and wider church communities. An Executive Committee of twelve plans such monthly activities of the Association as supper meetings, lectures, retreats and theological and political discussions, all open to the whole Seminary community. A committee of four members works with the Administration in the interests of the Association.

Co-Presidents: Nymphas Edwards  
Carl Kurapati

Koinonia is the organization of doctoral candidates in the four departments of the Seminary. Its purpose is to provide a forum for discussions of scholarly interest for its members, the faculty and invited guests. Monthly meetings are held at which outstanding persons from the Seminary faculty and from the wider scholarly community are invited to discuss topics of pertinent interdisciplinary concern. In recent years, speakers have included

Paul Lehmann, Krister Stendahl, Phillip Rieff, and Arthur McGill. In addition to the meetings of the entire doctoral students' community, several of the departments schedule regular meetings of a more specialized nature for their members and faculty. *Koinonia* also assists the Doctoral Studies Office in its annual new students' orientation, and represents the doctoral student body in the Seminary student government.

**Princeton Seminary Women** is an action-oriented group concerned in the life of Princeton Seminary. To its weekly meetings, any woman may bring topics for discussion and action. Varied projects include academics, field education, admission policies, married-student life, the changing role of women in the Church, student financing, communication among all women at the Seminary, procurement of speakers and special interests. PSW sponsors women speakers both for the entire Seminary and for the Tuesday evening meetings. Its publication, "PSW NEWS," is sent to women students, faculty members and staff members, as well as student and faculty wives. The organization provides a supportive sisterhood for women interested in the Seminary to feel, speak and act. For more information, a note may be placed in the PSW mailbox at the switchboard at any time during the academic year.

**The Princeton Seminary Wives' Fellowship.** All student and missionary wives are members of the Princeton Seminary Wives' Fellowship. The SWF strives to create friendship, to provide for exchange of ideas, to promote Christian growth and to be of service to its members, the Seminary campus and the community. The SWF meets as a group several times a year. The exact dates and times of meetings are indicated in *The Wineskin*. Wives may enroll in a selective curriculum of study led by members of the Seminary faculty.

#### 1973-74 BOARD

Chairman — AnnaBelle Allyn. 452-2405  
Secretary-Treasurer — Pamela Lang. 452-9585  
Dema Hinson. 452-8462  
Meg Ulery. 452-9559  
Val Pohlhammer. 921-7472  
Advisor — Mrs. James I. McCord

**The Theological Forum** is open to all Princeton Seminary students, regardless of their class levels. Designed to provide an open meeting place for student inquiry into all areas of theological perspectives, including Evangelical thought, the Forum seeks to use the resources of the surrounding religious communities to increase the variety of theological input among the student body.

Each Wednesday at 12:30 P.M. a luncheon is held in the Student Council Room, Campus Center. A discussion of student ministries, including college and youth work follows, and the meeting concludes with prayer. The Forum sponsors frequent lectures and discussions on topics of student interest and, once each year, organizes a conference on spiritual concern. The 1973-74 topic will be I Peter 3:15: "But sanctify the Lord God in your hearts and be ready always to give an answer to every man that asketh you a reason of the hope that is in you with meekness and fear."

Coordinator of Theological Ministry — Daniel Roberts

Coordinator of Interpersonal Ministry — Philip Stagg

Coordinator of Student Affairs — David Bleivik

The Viewpoint is an informal journal of opinion which does not represent official Seminary policy or opinion, but is intended to offer a forum of frank and creative discussion. It publishes essays, poems, criticism and comment by students and faculty. It usually appears bi-weekly.

Other student-led committees function to fulfill specific community needs:

The Athletic Chairman conducts a program of sports and recreation to meet the needs of students who prefer individual participation. The daily exerciser and the "once in a while" player will both find opportunities for using the Seminary facilities.

The gymnasium, located on the Tennent Hall campus, includes squash and handball courts, exercise room, locker and shower facilities, basketball, volleyball and badminton facilities, and an athletic field. Special membership rates have been arranged at the local YMCA for students who wish to use the Y's pool.

Intramural competition includes touch football, basketball and softball. Squash and handball ladders will be established. Students who wish to use any of the facilities on an individual or informal group basis will find the gym open from 7 A.M. to 10:00 P.M., Monday through Friday, and may make arrangements to use the gym on weekends according to the regulations. Keys may be secured from the dormitory representatives.

The Chapel Group functions under the direction of the Faculty-Student Chapel Committee. (See also Chapel Worship.)

The Social Chairman functions as a resource for social activities, stimulating small group recreation, serving as host for campus events, and coordinating the year's social activities. The Chairman will plan a number of Seminary-wide activities, such as picnics, major banquets, and the film series, as well as promote such small group activities as splash and skating parties, informal dances and

square dances. The Social Chairman will also work to inform the Seminary community of interesting events in the Princeton area and in New York and Philadelphia through regularly posted calendars.

Any student interested in the work or concern of one or more of these groups is urged to contact the head of the group(s) or one of the Student Council members.

## OTHER CAMPUS ORGANIZATIONS

### The Princeton Seminary Conference

#### CHARTER

##### I

The Princeton Seminary Conference is established to consider and inquire into any question of Seminary concern, make recommendations to the appropriate decision-making bodies of the Seminary or the appropriate officers of the Seminary, and request a response from those persons or bodies.

##### II

- II.1 The membership of the Princeton Seminary Conference shall consist of:

The President of the Seminary

8 members of the Faculty

10 Students from the M.A. and/or M.Div. programs, one of whom must be an M.A. candidate

2 members of the Administration of the Seminary

1 student from the Th.M. program

1 student from the Ph.D. program

2 alumni of the Seminary

- II.2 The members of the Princeton Seminary Conference shall be elected in the following manners:

The Faculty and student members shall be elected by their respective constituencies;

The Administration members shall be appointed by the President of the Seminary;

The Alumni members shall be elected by whatever means is determined best by the Alumni Council.

- II.3 All members shall be elected annually for each academic year.

### III

- III.1 The Chairman shall be a member of the Conference and shall be elected by a 2/3 majority of the Conference.
- III.2 The Chairman shall announce and moderate meetings and shall join with the Executive Committee to prepare the agenda of the meetings for the approval of the Conference and notify members.
- III.3 The Vice-Chairman shall be a member of the Conference and shall be elected by a majority of the Conference.
- III.4 The Vice-Chairman shall assume the duties of the Chairman in his absence and serve on the Executive Committee.
- III.5 The Secretary shall be a member of the Conference and shall be elected by a majority of the Conference.
- III.6 The Secretary of the Conference shall keep the minutes of all meetings, perform other duties appropriate to the recording secretary of a deliberating body, and be a member of the Executive Committee.
- III.7 A quorum shall consist of fifteen members, representing at least three constituencies.

### IV

- IV.1 The Executive Committee of the Conference shall consist of the Chairman, Vice-Chairman, and Secretary of the Conference; the President of the Seminary; and two others elected at large and representing constituencies not otherwise represented.
- IV.2 The Executive Committee of the Conference shall set the agenda for the meetings of the Conference.

### V

- V.1 The Conference shall meet once a month during the academic year, on dates set by the Conference.
- V.2 Special meetings may be called by one-fourth of the membership through petition to the Chairman, or by the Chairman together with two other members of the Executive Committee.
- V.3 A notice of the purpose of each special meeting shall accompany the announcement of such meeting at the time of its call, and no other business shall be transacted.

The Stewardship Committee was created to coordinate personal contributions of members of the Seminary with charitable concerns both inside and outside the community. The committee is com-

posed of students, faculty and administrators. In the 1971-1972 academic year, the committee raised over \$2,000. These funds were distributed in part to designated projects, ranging from urban programs in New Jersey to international disaster relief in Asia and Africa. The committee was also able to make available some funds on loan and, responding to personal emergencies in or of concern to the community, has made grants to several individuals.

Suggestions for projects to be included in the formal campaigns of the committee are encouraged as well as recommendations or requests for grants from the emergency/contingency funds. These matters should be taken up with the chairman.

## OFFICES

### BUSINESS

The Business Office of the Seminary is in the Administration Building. Payment of student accounts for tuition fees, rent or other charges may be made either by mail or in person at the Cashier's window between 10:30 and 11:30 A.M. and between 1:30 and 2:30 P.M., Monday to Friday, or on Friday from 4:00 to 4:30 P.M. Personal checks not exceeding \$50 may be cashed at the Cashier's window during the hours indicated above. Such checks must be made payable to cash or endorsed in blank. A charge of 10 cents per check is made, to cover handling costs.

A Lost and Found Service for the Seminary community is provided by the Business Office.

### STUDENT FINANCIAL AID

Students in need of financial aid, including grant, loan and employment assistance, are encouraged to investigate such possibilities with the Director of Student Financial Aid and Employment in Room 16, Administration Building basement. Normal hours are 8:30-12:30 and 1:30-4:30 daily.

Seminary grant assistance is based upon demonstrated financial need, and satisfactory academic performance. Recipients are expected to live in Seminary housing if available. In addition, full board plans must be maintained where applicable.

Loan assistance, when necessary, may be requested from low interest, deferred payment denominational and National Direct Student Loan Program funds. Seminary loan funds may be requested for emergency situations. Certification of State Guaranteed Loan applications is also a function of the office.

The office provides assistance to students and their spouses in finding employment either full-time or part-time. Job opportunities also exist for eligible full-time students under the College Work-Study Program.

A Scholarship Review Committee serves as an advisory body for student financial aid matters. Reviews of financial aid actions and policy are directed to this committee.

## STUDENT HOUSING

The Director of Housing, Mr. Clarence E. Reed, has his office in 133-134 Hodge Hall. Office hours are 8:30-12:30 and 1:30-4:30 daily. All inquiries concerning accommodations in Seminary dormitories or apartments or for assistance in locating off-campus housing should be addressed to Mr. Reed. Dormitory regulations appear under Campus Regulations.

**Married Student Housing Policy.** The Seminary is concerned that its married students have adequate housing. The Office of Housing assists couples during student years. Resources include apartments owned by the institution and rental facilities in Princeton and the surrounding area.

There is not enough Seminary housing for all married students. Priority is given to incoming students who do not know the community and therefore have little or no opportunity to find other housing.

### *Assignments:*

Apartments are assigned according to priority, established first by *acceptance date* and second by *application date* for the apartment. All assignments are made under the following quota system:

Junior	— 44 apartments
Middler	— 39 apartments
Senior	— 42 apartments
Th.M.	— 8 apartments
Ph.D.	— 12 apartments
Chaplain	— 3 apartments

### *Facilities:*

Apartments available for married student housing are those at Princeton-Windsor, North Hall, South Hall, Tennent Hall, 106 Stockton Street (first floor) and 22 Dickinson Street.

### *Leases:*

Students renting Seminary apartments are required to sign leases. Leases run from the first day of September of the year of

occupancy to the 31st day of August in the year of the termination of the lease, except for the following situations:

1. Students may terminate their leases on the 30th day of June in the year of their graduation.
2. A student who withdraws from the Seminary may terminate his lease on the last day of the month in which the authorized withdrawal occurs.
3. A student who wishes to occupy the assigned apartment prior to September 1 may, upon authorization by the Director of Housing, commence his lease on the first of any month before September 1.

*Length of Occupancy:*

* ** M.Div. Students	— 34 months, without privilege of continuing in the Th.M. or M.A. program.
** Th.M. Students	— 10 months.
Ph.D. Students	— 24 months permitted for the 1973-74 academic year, with due regard for the quota, two years at student rates plus two years at public rates, with the provision that the student may terminate his lease after 2½ years if he finishes his comprehensive in October of the second year and wishes to leave the Princeton area.
Chaplains	— 10 months.
M.A. Students	— 22 months.
M.Div./M.S.W. Students	— 30 months at student rate, 16 months at public rate, provided student remains in residence.

\*Students who go on internship during their M.Div. programs are not eligible to remain in Seminary housing, but may return to Seminary facilities for the remaining 10 months of their residence, provided that they: (1) file written requests before going on the internship programs; (2) were married prior to the beginning of classes following the Easter recess in their Middler years.

\*\*Should an M.Div. and/or Th.M. student decide to continue in the Ph.D. program after only one year of student-rate occupancy, he will be permitted one more year at the student rate and, in addition, may remain in Seminary facilities beyond that time, at public rates, if facilities are available.

### *Assignments Date:*

Apartment assignments will be made by April 15 for September occupancy. Quotas as provided above which are not filled as of the April 15 assignment date will be filled by the Director of Housing on the basis of the priorities established under "Assignments." If quotas for specific categories are not filled by April 15, the Director of Housing may, at his discretion, assign students from other categories to the open apartments. Students who marry while attending Princeton Theological Seminary will be assigned facilities only after all applications from incoming students have been satisfied. Assignments to students in this category will be made only after August 1, and prior to March 31.

## PUBLIC RELATIONS

The Public Relations Office publishes the annual *Handbook* of regulations and *Directory* of all Seminary personnel; the quarterly *Alumni News*; the monthly *Friends Newsletter*; the weekly Seminary calendar, *The Wineskin*; all news releases on official Seminary activities; special booklets; and advertisements for the Seminary, the Summer School and the Institute of Theology.

The Public Relations Assistant also acts as liaison for The Friends of Princeton Seminary and assists in programming campus visits by other groups.

Special services include: consulting on publications costs; arranging for photography; editing and proofreading other Seminary publications, on request; maintaining biographical and photographic files of faculty, administrative staff and visiting lecturers; cooperating with student organizations in publicizing their public lectures and events; designing and executing posters; and supplying student guides for visiting groups and individuals.

## THE SECRETARY OF THE SEMINARY

Through the office of the Secretary of the Seminary ties are continued with more than six thousand Alumni in the United States and overseas. The Seminary continues to inform and serve its Alumni through an expanded program of continuing education, through area alumni meetings, visits of administration and faculty and through the quarterly publication of the *Alumni News*.

The Secretary of the Seminary has his office in Room 121 Hodge Hall. He assists seniors and graduate students in finding places to serve after graduation. Pastors and committees seeking ministerial candidates work through this office when seeking pastors, associ-

ates, assistants or Directors of Christian Education. Churches seeking temporary pulpit supplies may also obtain help through this office.

Alumni seeking assistance in vocational changes may correspond with the Secretary or visit the office for consultation.

## SERVICES

### CAMPUS CENTER CAFETERIA

<i>Hours:</i>	<i>Weekdays</i>
Breakfast	7:30—8:45 A.M.
Lunch	11:45—1:15 P.M.
Dinner	5:30—6:15 P.M.

	<i>Saturday</i>
Breakfast	8:00—9:00 A.M.
Lunch	12:00—1:00 P.M.
Dinner	5:00—6:00 P.M.

	<i>Sunday</i>
Breakfast	8:00—9:00 A.M.
Lunch	12:30—1:30 P.M.

### *Morning Coffee Hour:*

The morning coffee hour will be held in the Foyer of the Campus Center.

### *Procedure for Boarders:*

At the time of registration you will be given a Board identification ticket. This ticket will bear your name and an identifying number. KEEP this ticket in your wallet or other safe place and remember the number. The other half of the card will be placed in a box on a table near the entrance to the Dining Hall. Cards will be filed in numerical order. This number is your Board Card identification number and is the number appearing on your half of the Board Card that is given to you at registration. *This Board Card is for the exclusive use of the student whose name appears on it.*

The procedure for boarding students is as follows:

1. Upon entering the Dining Hall go to the appropriate box and take the card bearing your number.
2. Hand the card to the cashier when you check out.
3. From time to time you will be asked to produce the other half of the card so that the number can be authenticated. *If you cannot produce the matching half of the card you are using for your meal, the cashier will have no alternative but to request that you pay cash for your meal.*
4. Lost cards should be reported immediately to the Business Office; there will be a charge of 50 cents to cover the administrative cost involved in replacing lost cards.

The boarder will be permitted to go through the line once to select a "regular meal." For instance, on the luncheon meal he will be permitted to take soup, a choice of one of the entrees, a sandwich, or a salad, and dessert, *plus beverages*. Expressed in other terms, each student will be permitted a total food cost for breakfast of \$1.30, lunch \$1.70 and dinner \$1.80. If the student returns for additional food or beverages or takes food costing in excess of the cash allowance mentioned above, the student must pay for the excess or seconds. Please note beverages are included in the allowance stated above and must be on the tray at the time the student surrenders his Board Card.

Students living in campus dormitories are required to sign up for room and board. Students who are absent from the Seminary at least *two full days each weekend on field education assignments* certified by the Office of Field Education will receive a credit of \$5.60 for each weekend so certified. Credit will be applied mid-December and mid-April.

## COUNSELING

The Director of Professional Studies is available for counsel on programs of studies and related matters of an academic nature. The Office of Professional Studies, located in Room 110, Hodge Hall, is an advisory service designed to assist the student in achieving his personal and professional objectives through a carefully developed academic program. Regular office hours are posted. Student appointments are scheduled by the secretary to the Director.

The Director of Professional Studies is adviser to M.Div. students, Th.M. students and Special students. He receives decla-

Fellowships. Academic petitions, requests for advanced placement ration of Senior studies and approves candidates for Senior and applications for reading and University courses are received by the Director.

**Faculty and Administrative Staff.** Every student should feel free to confer with any member of the faculty or administration at any time. Students are invited to make appointments with the President, the Dean of the Seminary, the Field Education Staff, the Registrar, the Treasurer and the Director of Student Financial Aid on academic, financial and personal problems.

**Pastoral.** Students may consult with the Reverend David L. Crawford, the Director of Student Relations, for pastoral counseling. His office at 116 Hodge Hall is open from 8:30 to 12:30 and from 1:30 to 4:30 P.M. Other members of the administrative staff also will be pleased to meet with students who wish to discuss personal matters.

**Psychiatric.** The Seminary's regular counseling services are supplemented by those of four full-time psychologists and three part-time psychiatrists at the University's Counseling Center, Gauss House, 165-167 Nassau Street, of which Marvin Geller, Ph.D., is the Director. Students who desire professional psychiatric services may consult with Dr. David Crawford, Dr. Herbert Anderson, Dr. James Lapsley or Dr. Nicholas Van Dyck for referral. The psychiatrists and the psychologists of the University Health Department whose offices are in McCosh Infirmary may also be consulted by students who need their services. On occasion it may be advisable for a student to undertake an extended program of counseling or therapy. The Seminary will make every effort to assist the student in finding the resources to underwrite such therapy, whether the program of therapy be recommended by the Seminary or by the medical staff of the Infirmary, but the costs cannot be covered by the Seminary's regular medical program.

## THE DIRECTORY

The annual pictorial *Directory* is published by the Public Relations Office, assisted by every other member of the Seminary community. Here are listed all Seminary personnel, with photographs and personal data needed for quick identification. Incoming faculty, staff and students are urged to make and meet appointments for photographs immediately upon arriving on campus, and to list promptly changes to their personal information.

## DUPLICATING

Student use of the duplicating facilities in the basement of Hodge Hall is permitted during the following periods: Monday to Friday, 8:30 A.M.—4:30 P.M.

Student Reports and other papers prepared by students in fulfillment of course requirements may be duplicated on Seminary equipment, subject to the following:

1. Administration and Faculty work will have priority.
2. All equipment other than the Xerox machine will be operated by a member of the duplicating staff.
3. The Director of Duplication reserves the right to specify the method of duplication. He should be consulted on all work exceeding 25 pages.
4. Multilith or collating work must be in the Duplicating Office at least one week before the desired date of completion. All work is subject to the work load of the staff for Administration and Faculty.
5. The student should prepare a "Duplicating Request Form" for all multilith work and present it, together with the work to be processed, to a duplicating staff member.
6. Students will be charged for duplicating work as follows:
  - (a) *Xerox Exposures*  
5 cents per copy
  - (b) *Multilith*  
10 cents per master, plus \$1.00 for each 100 pages run.

## MEDICAL

**The Infirmary.** Regularly enrolled students at Princeton Theological Seminary enjoy the full privileges of McCosh Infirmary at Princeton University. Through the years various friends of the Seminary have contributed to the endowment and construction of the Infirmary's maintenance and operation. Both men and women students should make the Infirmary their first point of contact in case of illness. The Dean of the Seminary should be notified whenever serious illness occurs.

When illness does occur, the student should report immediately to McCosh Infirmary. If the student is too ill to go to the Infirmary, a physician at the Infirmary should be notified immediately. The Infirmary telephone (452-3139) is covered 24 hours a day, except during the Christmas and summer holidays.

Clinic hours at the Infirmary are:

Monday-Friday, 9 A.M.-12 noon and 2-5

Saturday, 9 A.M.-12 noon

Sunday and holidays, 10-11 A.M.

Emergency cases will be received at any hour of the day or night. The clinic is open throughout the calendar year (hours will vary during vacation periods), but beds are not open during Christmas and summer vacations.

When a student is confined to the Infirmary for a period of less than one week, no charge is made for board. If the student is confined for one week or more, a nominal weekly charge (including the first week) will be made. An appropriate adjustment will be made by the Seminary for students who take their meals in the Campus Center.

**Medical Insurance Plan.** All full time students will be covered under a Major Medical Insurance Plan. This group plan is designed to supplement the McCosh Infirmary care, and to provide year-round coverage anywhere. Additional coverage for spouses and children of full time students is also available upon request to the Business Office by the student. Part time students may elect this coverage. See the current *Bulletin* for actual costs, or check directly with the Business Office.

A booklet detailing the coverage under this plan will be provided to each student.

Claims for insurance coverage should be initiated by the student through the Office of Student Financial Aid.

**Dental Care.** The student is expected to finance regular dental care from his own resources. Dental operations are not covered normally by the Seminary's health program.

**Private Treatment.** Students who prefer to establish a relationship with a physician in private practice, or to contact a physician of their own choice in case of illness, are free to do so. The fee for office visits, or for house calls by a physician at the dormitories, shall be paid by the student when such services are sought by the student on his own initiative.

## THE WINESKIN

*The Wineskin* is the weekly calendar of events, both on- and off-campus, of interest to the Seminary community. Organizations and individuals who desire advance publicity in *The Wineskin*

are reminded that copy must be received by the Public Relations Office not later than 12 noon on Tuesday in the week preceding the event. The material should be typed or neatly printed and signed by the sponsor. Permission for use of Seminary rooms must be obtained from the Office of the Director of Housing or the Office of the Registrar before publication. No paid advertising or political commentary is accepted.

FINANCES

TUITION AND FEES FOR 1973-1974

Application Fee .....	\$ 15.00
Tuition	
a. Candidates for the M.Div. and M.A. Degrees <sup>1</sup>	
Annual tuition for all types of program .....	1,250.00
b. Candidates for the Th.M. Degree	
1. Annual tuition for program completed in one academic year .....	1,250.00
2. Candidates whose program extends over more than one academic year will be charged for all work according to the Special Student rates listed below.	
3. Annual continuation fee .....	25.00
(Assessed in September for any year in which the candidate does not expect to be enrolled for classes. Applied against tuition if he subse- quently enrolls or submits an acceptable thesis during year.)	
c. Candidates for the Ph.D. Degree	
1. Annual tuition for a minimum of two years of resident study .....	1,250.00
2. Annual continuation fee <sup>2</sup> .....	250.00
(Assessed after the completion of residence	

<sup>1</sup> Candidates who are authorized to pursue their work on a part-time basis are charged at the Special Student rates.

<sup>2</sup> Where a program is permitted to extend beyond the normal six-year limit, the annual continuation fee is increased to \$500 at the start of the seventh year.

until all requirements for the degree have been completed; in addition to the Special Student rates for courses taken for academic credit.)

d. Candidates for the D.Min. Degree	
Full tuition for basic program, exclusive of re-examinations and regular courses taken for credit.	1,500.00
e. Special Students taking courses for academic credit but not candidates for a Seminary degree: <sup>3</sup>	
Per course . . .	185.00
Per practicum	60.00
f. Auditors (persons who, although neither students nor guests of the Seminary but with the necessary authorization, are attending classes on a non-credit basis), per course or practicum . . . . .	25.00
g. Summer Sessions <sup>4</sup>	
1. Registration fee . . . . .	15.00
2. Tuition for three-week course . . . . .	185.00
Tuition for three-week practicum . . . . .	60.00
3. Tuition for Greek or Hebrew program . . . . .	200.00
h. Annual tuition for Interns <sup>5</sup> . . . . .	50.00
Late Registration Fee . . . . .	5.00

#### Annual Current Fees

a. Comprehensive fee (charged to all full-time <sup>6</sup> students; covers student publications, student organizations, infirmary services, and health insurance) . . . .	135.00
b. Basic fee (charged to all part-time <sup>6</sup> students except auditors; covers student publications and organizations, but does not cover infirmary services or health insurance) . . . . .	26.00

#### Graduation Fee

a. Candidates for Ph.D. Degree . . . . .	50.00
b. Candidates for all other Degrees . . . . .	15.00

<sup>3</sup> Regularly enrolled students in Princeton University, when properly certified, are admitted to classes without charge.

<sup>4</sup> Summer session charges are payable in advance.

<sup>5</sup> This is the basic Internship tuition charge. Additional or higher charges are made for certain specialized Internships. Complete information may be secured from the Dean of Field Education.

<sup>6</sup> Full-time students include: M.Div. and M.A. candidates, unless they hold written approval to pursue studies on a part-time basis; Th.M. candidates completing their work in two semesters; Ph.D. candidates in residence; resident Special students. Others, including D.Min. candidates, are considered part-time.

## Transcripts and Ph.D. dossiers

a. First transcript requested .....	3.00
b. Each subsequent transcript .....	1.00
c. Dossiers, each .....	2.00

*A small orientation fee also is charged to Junior M.Div. and M.A. candidates, and to transfer students, payable at the beginning of the fall semester.*

## ROOM AND BOARD DURING REGULAR YEAR

### *Annual Charges for Single Students*

Room in Erdman Hall, and board .....	\$1,140.00
Room in any other dormitory, and board .....	1,040.00

### *Annual Charges for Married Students Occupying Seminary Facilities without Cooking Privileges*

Room and board .....	\$1,215 to \$1,390
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These charges cover room rental for the couple and board for the enrolled student of the family. The spouse has the privilege of cafeteria facilities, either on a per meal basis or by registration for board for the semester.

### *Charges for Married Students Occupying Seminary Facilities with Cooking Privileges*

North and South Halls .....	\$71 to \$111.50 (monthly)
Princeton Windsor .....	\$110 to \$150 (monthly)

### *Board Service*

All quoted rates that include board privileges are subject to change.

Board payment covers three meals a day (two meals on Sunday) during periods when the Seminary is in session. Services under the plan begin with breakfast on Monday, September 17, 1973, and conclude with the noon meal on Saturday, May 18, 1974. These services are suspended during the following periods of recess:

*Thanksgiving: closed all day November 22.*

*Christmas Recess: suspended after the noon meal on Friday, December 21, and resumed for breakfast on Monday, January 7.*

*Inter-Semester Recess: suspended after the noon meal on Wednesday, January 23, and resumed for breakfast on Thursday, January 31.*

*Spring Recess: suspended after the noon meal on Friday, March 23, and resumed for breakfast on Monday, April 1.*

During certain of the periods when regular boarding services are suspended, the cafeteria may be open on a cash basis. In general, however, students are expected to make their own arrangements for meals when the Seminary is not in session. Fire regulations do not permit cooking in the dormitories.

*Students who are absent from the Seminary at least two full days each weekend on field education assignments certified by the Office of Field Education will receive a credit of \$5.60 for each weekend so certified.*

*Students receiving financial aid from the Seminary are required to live in Seminary accommodations, if available, unless excused by the Financial Aid Officer.*

## ROOM AND BOARD DURING SUMMER SESSION

Facilities for single students are available throughout the summer session. Charges for room and board for each three-week period are \$114 for accommodations in air conditioned Erdman Hall, or \$99 for accommodations in one of the dormitories without air conditioning. Linen service is not included in these charges. Board provides three meals a day, Monday through Friday. There is no board service on weekends.

## PAYMENT OF ACCOUNTS

Charges for tuition, fees, board, and room are due and payable on or before the first day of each semester. Rental for Stockton Street and Princeton-Windsor accommodations is payable monthly, due in advance on the first business day of each month.

Tuition for students in the D.Min. program may be paid in four equal installments over a period not to exceed two calendar years. For further details consult the Business Office.

### *Payment Plans*

In the case of charges payable at the beginning of the semester, the student may elect either (a) to make payment in full before the first class day of the semester, in which instance no service fees will be assessed, or (b) to pay his account in four equal monthly installments. During the first semester these installments are due on the first business day of October, November, December, and January; during the second semester, on the first business day of February, March, April, and May. Where the deferred

payment option (b) is selected, there will be added to the total semester charges a service fee of \$5.00. An additional service charge of 1% will be assessed on all unpaid accounts for each thirty days the account is overdue.

Where monthly rentals are overdue, a service charge of \$5.00 will be assessed on the fifteenth day of each month.

Final acceptance of a student's registration for a new semester shall be contingent upon the Registrar's receipt of certification from the Business Office that all accounts for earlier semesters have been satisfied. No degree may be awarded by the Seminary or transcript issued unless the student has met his financial obligations to the institution.

REFUNDS

If a student withdraws from the Seminary during the course of a semester, having secured the approval of the President for his withdrawal, charges will be assessed as follows:

- 1. *Tuition:*
  - During first 15 calendar days of semester ..... 20%
  - During next 20 calendar days of semester ..... 50%
  - Thereafter ..... 100%
- 2. *Room and Board* (rates subject to change):
  - Erdman Hall — per week or portion thereof ..... \$42.00
  - Other dormitories — per week or portion thereof .. 40.00

When the withdrawal is for confirmed medical reasons, further pro-rata adjustments may be made in tuition charges. No portion of the comprehensive fee is refunded. If the withdrawal is without the approval of the President, the student is liable for the full semester's tuition.

If a student withdraws from the Summer Session, he shall be responsible for the full tuition charges. If he has been living in one of the campus dormitories, room and board will be pro-rated. Should his withdrawal be occasioned by confirmed illness that prevents his continuing in the program, further adjustments may be made in the assessment of tuition.

EMERGENCY LOANS

Emergency loans to students are available for: food; shelter; emergency medical, dental or health needs; transportation home necessitated by family illness or death; and similar emergencies. No funds are available for current purposes or for payments to third parties.

The funds, given to the Seminary over many years, presently include: the Campbell Loan Fund, Newton S. Cupp Memorial Loan Fund, Fowler Loan Fund, Mary and Martha Class Loan Fund, Remaly Loan Fund, Curtin E. Shafer Memorial Fund, Student Loan Fund, Tennent Loan Fund and Wilson Loan Fund.

A student who needs such assistance should consult with the Business Manager. A promissory note is required; interest on the loan will be charged at 3 percent per annum. The repayment schedule will be adjusted to the student's financial needs. In general, loans are for short periods of time.

## MISCELLANY

### THE FRIENDS OF PRINCETON SEMINARY

The Friends of Princeton Seminary are men and women dedicated to the advancement of theological education. At their annual spring meetings on the Seminary campus, the Friends select projects to further this cause. State and regional groups schedule meetings during the academic year to learn more about the Seminary and its mission of training leaders for the Church.

This partnership of the Friends with the faculty and students of Princeton Seminary makes possible programs of interpretation, enlistment, study enrichment, extension and personal aid.

Individual Friends hold themselves responsible for bringing to the Church and the public the story of life at Princeton Seminary, and for finding the men and women who will prepare for the Christian ministry at Princeton. Their close ties with campus life help them to discover and meet the needs of students and their families during the years of preparation, and to undergird the spiritual and financial welfare of the Seminary as it looks to the future. Their own lives are enriched by the countless opportunities to share the rich theological and educational resources afforded by this center of Christian learning.

Friends' knowledge of campus life is enhanced by the *Newsletter* published monthly during the academic year by the Public Relations Office.

### THEOLOGICAL BOOK AGENCY

The Theological Book Agency, in the basement of Stuart Hall, is a service agency for the benefit of all students, faculty, administration and friends. It is operated by students under the general supervision of a faculty committee. In addition to providing the textbooks for all seminary courses and maintaining a selection of more than 7,000 titles representing all fields of theological

scholarship the Book Agency is prepared to make special orders of any theological works which may be purchased from publishers in North America or Europe. Students are encouraged to browse as well as purchase books during any of the regular business hours of the academic year: every afternoon, Monday through Friday, from 1:30 to 4:00. Throughout the summer and for reading and examination periods the T.B.A. is normally open Monday-Wednesday-Friday from 2:00 P.M. to 3:30 P.M. excluding holidays. Special hours are arranged for conferences and important Seminary events.

## SUPPLEMENTARY REGULATIONS FOR STUDENTS IN PROFESSIONAL PROGRAMS

These regulations, applicable to all students except those in candidacy for the Ph.D. degree, are intended to supplement the provisions in the Catalogue that define graduation requirements, fee structures, and other matters pertaining to the life of the student. As such, they constitute an integral part of the contract between the Seminary and the student. Regulations governing the Ph.D. program appear in the separately published doctoral announcement.

### DEFINITIONS

*Residence.* A student is said to be in residence when he or she is able regularly to avail himself or herself of the classroom and library resources of the Seminary during the major portions of five days each week throughout the semester, including the period set aside for reading and review.

*Semester.* This term denotes either of the two principal academic sessions (September through January; February through May) during the year, but does not have reference to summer sessions.

### ACADEMIC REQUIREMENTS

#### 1.1 Courses and Practicums

(a) *Maximum Load.* The maximum load for any semester is four courses and one or more practicums. The approval of the Director of Professional Studies must be secured for any program that includes a fifth course.

Although each request for fifth course will be evaluated on the merits, approval normally is contingent upon the student's presenting (a) an average of 3.00 or better for the preceding year of Seminary study, (b) indication of the availability of time to assume the additional work, and (c) a plausible reason why the extra course would enhance his or her educational program.

Under no circumstances will approval be given to a semester program containing more than five courses.

(b) *Beginning and Ending Dates.* A course or practicum is said to begin at the first class meeting thereof, and it ends at the time specified therefor on the final examination schedule. The period between beginning and end, as thus defined, is called term-time.

(c) *Term-Time Deadlines.* The instructor in charge of a course or practicum is responsible for establishing and enforcing the deadlines that govern the presentation of required work during term-time. He or she may not, however, grant an extension beyond term-time for the completion or submission of such work.

(d) *Extensions Beyond Term-Time.* Requests for extensions beyond term-time for the completion or submission of requirements in courses or practicums must be presented to the Director of Professional Studies. Such requests, in writing and with supporting reasons, should be entered as early as circumstances permit. Favorable consideration ordinarily will not be given to a request for extension that is filed after the close of term-time, nor may a requirement be deferred after it has been submitted and evaluated.

Subject to the provisions noted immediately above, requests for extensions beyond term-time for the presentation of required work may be granted for reasons that fall within the intent of the following guidelines, or others of similar magnitude:

- (1) Because of verified illness, accident, or other incapacitating condition, to the extent that an effect upon the completion of requirements can reasonably be shown;
- (2) Because of family crisis, requiring the student to divert his attention from academic pursuits for a substantial period of time;
- (3) Because of the impossibility of travel on the date of the

final examination, the inability of a paid typist to meet a reasonable and contracted deadline, or some other unavoidable situation, to the extent that the timely completion of requirements has been prejudiced thereby;

- (4) Because of the expansion of a research topic beyond the bounds originally contemplated by the student and the instructor, but only where clear efforts have been made during term-time to bring the topic within more workable limits;
- (5) Because of the introduction of a class requirement so late in the semester that its timely completion would be to the prejudice of work in other classes.

Requests for extensions beyond term-time will not be granted to offset the effects of tardiness in undertaking required projects, of minor illness during term-time, of the pressure of outside work for which other and more appropriate alleviating steps have not been taken, and of the ordinary inconveniences of life that a well-organized schedule should be able to absorb.

(e) *Deadlines for Approved Extensions.* Where an extension beyond term-time is approved, the new deadline shall be 9:00 A.M. on the second Saturday of the semester next ensuing, unless a different deadline is specified at the time the extension is approved.

(f) *Candidates for Graduation.* At the close of the spring semester, requirements other than final examinations for all graduating students must be submitted to the instructor by the first day of the examination period.

(g) *Changes in the Selection of Classes.* With due attention to program requirements, a student may alter his or her selection of courses and practicums during the first ten academic days of a semester, except that a course or practicum may be entered after the first meeting thereof only with the approval of the instructor in charge. Changes of registration after this ten-day grace period may be made only by petition to the Director of Professional Studies. Possible reasons upon which favorable consideration to such a petition may be based are:

- (1) The incidence of illness or other limiting condition, rendering unwise the pursuit of a full-time program;
- (2) Misunderstandings concerning class content or require-

ments, that could not reasonably be resolved during the ten-day grace period;

- (3) Fundamental changes in program or vocational plans, such that a rearrangement of classes is desirable.

Where a student is permitted to withdraw from a course or practicum after the ten-day grace period, that course or practicum ordinarily is retained on the academic record and is marked W (withdrew).

Since it normally is difficult to enter a course or practicum after the ten-day grace period, late withdrawal from a class may leave the student with a reduced academic load. He or she will wish to take this fact into account when making plans for the summer months and for subsequent semesters.

(h) *Reading Courses.* In cases of demonstrated need, a qualified student may make application through an instructor for a reading course in an area within that instructor's field of specialization. Such a course may be given, at the option of the instructor and with the approval of the Faculty, provided that coverage of the same material cannot be arranged as part of a regular course. All regulations that are applicable to regular courses, including dates for entrance, withdrawal, and termination, shall govern reading courses as well.

A candidate for the M.Div. or M.A. degree ordinarily may not carry more than one reading course during a given semester. An M.Div. candidate is limited to four reading courses during his or her total program; a candidate for the M.A. degree, three reading courses. The privilege of enrolling for reading courses normally is not extended to Special students. An instructor may not offer more than two reading courses during a semester without the approval of the Academic Dean.

(i) *Theses and Project Papers.* Where a thesis or project paper is prepared in partial fulfillment of program requirements, it is subject to the same regulations that govern regular courses, to the extent that those regulations are appropriate. The student who undertakes the preparation of a thesis or project is responsible for including the tentative title thereof, together with an indication of the amount of credit the thesis or project will earn, on his or her registration form for the semester during which it should reach completion. Thereafter, if a postponement is desired or if the plan is abandoned, approval for such change should be sought from

the Director of Professional Studies.

(j) *Filing of Registrations.* All registrations must be filed in the Office of Professional Studies. Wherever possible the registration form should be delivered to the office in person and an endorsed duplicate obtained in receipt. If the registration is not presented in person, the endorsed copy will be returned to the student through the campus mail service.

## 1.2 M.A. Professional Examination

(a) *Schedule.* The professional examination for M.A. candidates is given twice during the academic year: near the end of the first semester final examination period and on the Saturday after Easter.

(b) *Registration.* If a student intends to take this examination, he or she should indicate this intention to the Registrar at least two weeks prior to the testing date.

(c) *Examinations In Absentia.* If a student finds it necessary to be away from the Seminary when the examination is scheduled to be administered, permission may be sought from the Director of Professional Studies to take the examination *in absentia* under supervision. The examination will be sent and the papers will be received through the Office of Professional Studies.

(d) *Length.* The examination is six hours in length, divided into two sessions of three hours each.

(e) *Scoring and Evaluation.* Examinations are read, graded, and reported without knowledge on the part of the readers of an examinee's identity. Each examination is graded as a whole, either *pass* or *fail*. After receiving the results of the examination, the student may request to have the examination interpreted by a representative of the examining body.

## 1.3 Field Education for Master of Divinity Candidates

(a) A student's program of field education may require up to fourteen hours of work per week, including time for the making of necessary preparations. No field education program may require more than fourteen hours per week without the specific approval of the Dean of Field Education, who first shall satisfy himself that the student's total program in the Seminary shall not be placed in jeopardy thereby. If a student's field education program unavoidably demands an excessive amount of time, the Dean of Field Education may

require that the student's course be extended beyond three years.

(b) The Dean of Field Education shall determine whether a student's work in this area of the curriculum meets the graduation requirements.

#### 1.4 Retaining Copies of Papers

(a) It shall be the responsibility of the student to retain a copy of all papers and other assignments that he or she prepares and submits in connection with courses and practicums, except in the case of examinations that are written in the classroom and submitted directly to the instructor. Although every effort is made to avoid the loss of these materials, such incidents do on occasion occur. Under circumstances of this nature the student may find it advantageous to have available a duplicate copy of the work, both to show that the requirement was completed and to provide a basis for fair appraisal of performance.

### THE GRADING OF COURSES AND PRACTICUMS

#### 2.1 The Grading System

(a) The usual pattern of grading, applicable to all classes except those in which the instructor provides for use of the simplified system outlined below, is as follows:

<i>Grade</i>	<i>Point-Value</i>	<i>Definition</i>
A+	4.30	Excellent
A	4.00	
A-	3.70	
B+	3.30	Good
B	3.00	
B-	2.70	
C+	2.30	Fair
C	2.00	
C-	1.70	
D+	1.30	Poor
D	1.00	
D-	0.70	
F	0.00	Failure

(b) A simplified system of grading recommended for elective practicums and available for use in all classes is as follows:

<i>Grade</i>	<i>Point-Value</i>	<i>Definition</i>
S	—	Passing (satisfactory)
U	—	Failure (unsatisfactory)

(c) The choice between these two grading systems rests ultimately with the instructor in charge of the class. If he or she chooses to give the students individually the option of electing one of these systems or the other, the privilege must be extended impartially to all students within a given academic program. Where the student is given this option, it must be exercised within the ten-day grace period at the beginning of the semester.

## 2.2 Incomplete Courses and Practicums

(a) If the requirements for a course or practicum are incomplete at the close of term-time, and no extension beyond term-time has been approved covering the incomplete work, a final evaluation will be made on the basis of the requirements actually fulfilled. In such a situation, zero credit normally attaches to the unfinished work.

(b) If the requirements for a course or practicum are incomplete at the close of term-time, and an extension beyond term-time has been approved covering the incomplete work, no final evaluation is made until the expiration of the extension. In such a situation, if the postponed requirements are presented before the extension expires, they are graded without penalty.

## 2.3 Failing Grades

(a) Where an instructor enters a final failing grade for a student in a course or practicum, including a reading course, thesis, or project, he or she shall simultaneously submit to the Office of Professional Studies a written statement noting the reason for the failure.

(b) Promptly upon receipt of this statement, the Director of Professional Studies shall cause a copy thereof to be mailed to the student, using the most recent address reported to the Office of the Registrar.

(c) The student shall have ten calendar days, beginning with the date of postmark on the notice, to question the failing grade. Open to question shall be matters of procedure (e.g., enforcement of unclear deadlines, assessment of penalties for unfinished work that the student claims to have submitted),

but the prerogative of the instructor to render the controlling judgment on the substance of the student's performance shall be fully protected. This right of question shall not be in lieu of the student's responsibility to file a timely petition for extension of a deadline beyond term-time, nor shall it serve to extend the time available for filing such a petition. At the conclusion of the ten-day period, if no question has been advanced, the grade shall be considered a matter of settled record.

(d) A question in regard to a failing grade shall be initiated by the student, in writing, to the Director of Professional Studies. After obtaining from the parties involved their interpretation of the facts, and through consultation with the parties, the Director shall endeavor to reach a resolution of the dispute that is satisfactory to all concerned. Should this procedure prove unavailing, the Director shall refer the matter to the Committee on Professional Studies, where it shall be treated as an appeal.

## 2.4 Computation of Averages

(a) Semester and cumulative grade-point averages are obtained by multiplying the point-value of each grade by 3 (in the case of a course) or by 1 (in the case of a practicum) and dividing the sum of the products by the sum of the multipliers.

## 2.5 Changing of Grades

(a) Except to rectify transcriptional errors in the recording office, or to implement a decision of the Director of Professional Studies made according to provision 2.3(d) above, no grade may be changed for any reason, after it has been recorded by the Registrar, without the approval of the Committee on Professional Studies.

# DURATION OF CANDIDACY

## 3.1 Master of Divinity Candidates

(a) *Normal Duration.* The program of studies for the Master of Divinity degree ordinarily shall be completed in six consecutive semesters of full-time resident work. If a student begins his or her studies in the Seminary in the middle of the academic year, those studies may continue for seven consecutive semesters without special approval. The period of residence may be interrupted by an approved internship.

(b) *Minimum Duration.* Except as subsequently provided in this section, a student who initiates his or her ministerial preparation at this Seminary may not complete the program in fewer than six semesters of full-time resident work, and a student who is received in transfer from another school of theology may not complete the program in fewer than four semesters of full-time resident work.

With the approval of the Director of Professional Studies, a student may be given credit toward the minimum residence requirement for up to four courses (excluding elementary language courses) taken in the Seminary's summer session. In this way, if his or her practicum and other requirements are satisfactorily fulfilled, he or she may be able to reduce the stated residence requirement by a maximum of one semester. In no case may extra courses taken during term-time be used for the purpose of acceleration. Any further exceptions to the minimum residence requirement must be requested, in person, through the Director of Professional Studies. The Committee on Professional Studies, in consultation with the President, will recommend to the Faculty appropriate action on such requests.

(c) If a student finds it necessary to engage in an excessively large amount of remunerative work in order to provide self-support during the Seminary program, the Dean of Field Education may require that his or her course be lengthened beyond the normal residence period. The Committee on Professional Studies also reserves the right to require an extension of a student's course because of deficiencies in his or her academic performance at the Seminary.

(d) If a student wishes to extend his or her course beyond the normal residence period, but is not engaged in an excessively large amount of outside work, the student must secure the approval of the Director of Professional Studies for his or her special program.

(e) Under ordinary circumstances the student is expected to pursue his or her program on a full-time resident basis. In the case of demonstrated need, however, permission may be obtained from the Director of Professional Studies to conduct a portion of the program in part-time candidacy. During the period of part-time work the student pays tuition by the course or practicum and is ineligible for direct financial assistance from the Seminary. The program of every candidate must include at least two semesters of full-time resident study.

### 3.2 Master of Arts Candidates

(a) After replacing the words "six" and "seven" in provision 3.1(a) with the words "four" and "five" respectively, and the words "six" and "four" in provision 3.1(b) with the words "four" and "two" respectively, the regulations governing the duration of candidacy for the Master of Divinity degree shall obtain also for the Master of Arts degree.

(b) A candidate for the Master of Arts degree, although encouraged to pursue the program on a resident basis, is not bound by the requirement of two full-time semesters.

### 3.3 Master of Theology Candidates

(a) A candidate who has been admitted to a full-time program is expected to complete all of the requirements for the degree in two consecutive semesters of full-time resident work. A candidate who has been admitted to a part-time program is expected to complete all of the requirements in four consecutive semesters of part-time work. Extensions of the period of candidacy, as well as temporary suspensions of part-time programs, may be requested from and granted by the Director of Professional Studies. Extensions ordinarily are granted for one or two semesters at a time.

(b) If the candidate's program extends over more than two semesters, which need not be consecutive, all tuition obligations to the Seminary will be computed using the course and practicum rate.

(c) If a student's candidacy expires, and he or she subsequently wishes to resume work toward the degree, reapplication must be made through the Director of Admissions. If the Committee on Admissions approves the application, it may permit the student to apply all, some, or none of the earlier graduate study in the Seminary toward the fulfillment of the degree requirements.

## WITHDRAWALS AND LEAVES OF ABSENCE

### 4.1 Withdrawals

(a) Whenever a student wishes to withdraw from the Seminary, he or she is expected to confer with the President concerning his or her plans. This conference ordinarily is preceded by a meeting with the Director of Professional Studies. If withdrawal is effected in this manner, the courses

and practicums for which the student has been enrolled will be retained on the record and will be marked W (withdrew). If withdrawal takes place outside of this procedure, the courses and practicums for which the student has been enrolled will be retained on the record and will be graded on the basis of the requirements fulfilled by the close of term-time.

(b) If a student withdraws from the Seminary and subsequently desires to re-enroll, he or she must submit a new application for admission.

## 4.2 Leaves of Absence

(a) If for good reason a student desires a leave of absence from the Seminary, such a leave may be granted by the President for a definite period. When a student thus absent desires to return to the Seminary and has fulfilled any conditions prescribed therefor, he or she must give indication of intention to the Director of Admissions and the Director of Professional Studies, but a completely new application is not required.

(b) If a leave of absence takes effect during term-time, the course and practicums for which the student has been enrolled will be retained on the record and will be marked W (withdrew).

(c) A student to whom a leave of absence has been granted is not regarded as registered or enrolled in the Seminary while he or she is on leave.

## CONTINUANCE, SUSPENSION, AND DISMISSAL

### 5.1 Conditions

(a) *Right of Continuance.* Within the intent of the regulations governing the duration of candidacy, a student who has been formally admitted to a degree program and who is pursuing the requirements therefor, and whose financial obligations to the Seminary are satisfied, has the right of continuous enrollment unless he or she is suspended or dismissed for cause.

(b) *Dismissal.* Dismissal is the termination of a student's enrollment in the Seminary, imposed by action of the Seminary. Where dismissal is ordered, return to the Seminary may be effected only by the filing of a new application for admission. Such applications are rarely approved.

(c) *Suspension.* Suspension is a temporary interruption of a student's enrollment in the Seminary, imposed by action of the Seminary. It may be for a fixed or an indefinite period. If suspension is imposed for a fixed period, the student shall have an automatic right to resume study at the expiration of the suspension. If suspension is imposed for an indefinite period, the student shall have the right to resume study upon presentation of reliable evidence that the reasons for the suspension have been effectively treated. A student who wishes to resume work after a period of suspension shall follow the procedures for return set forth in the notice of action, but a new application for admission shall not be required. If a student under indefinite suspension does not, within a reasonable period, give evidence of making a serious effort to deal with the bases for the suspension, the Faculty, upon recommendation of the Committee on Professional Studies, may proceed to his or her dismissal.

(d) *Bases for Action.* Bases for suspension or dismissal shall include: deficiencies in academic performance, compromise of the principles of academic integrity, serious breach of the rules and regulations properly established for the health and well-being of the Seminary community, and persistence in a manner of life incompatible with the church's standards for its professional leadership.

## 5.2 Action Stemming from Academic Performance

(a) It is anticipated that the student will pursue his or her program on a consistently satisfactory level of performance. Where in the judgment of the Faculty, upon recommendation of the Committee on Professional Studies, a student's progress is found to be unsatisfactory, he or she may be suspended or dismissed from the Seminary. The following, while not fully measuring the discretion of the Faculty in this regard, indicate what normally are accepted *prima facie* as bases for action:

- (1) Failure of one or more courses during each of two semesters in succession;
- (2) Failure of the majority of courses and practicums for which the student is enrolled during a single semester;
- (3) Sporadic failures and/or an indisposition to pursue the prescribed academic program, leading to the likelihood that completion of the degree requirements within the normal residence period will be impossible;

(4) Sustained failure in field education assignments, indicating that the student is ill-suited for the exercise of professional leadership in the church.

(b) Before a student's record is presented to the Committee on Professional Studies, with a view to initiating action for academic suspension or dismissal, the student shall be notified of the time and place of the meeting of the Committee and shall be offered the opportunity to be heard by that body. The notice, which also shall contain a statement of the academic grounds upon which suspension or dismissal may be recommended, shall be postmarked, or delivered to the student's campus address, at least ten calendar days before the date of the Committee's scheduled meeting.

Upon receipt of the notice, the student shall indicate in writing whether he or she wishes to appear before the Committee or to waive the right to a hearing. This response shall be returned through the Office of Professional Studies. If the student is unable to appear before the Committee at the time scheduled, he or she may suggest two or three alternative dates, proximate in time to the original, when his or her presence could be assured; and the Committee may, for good cause shown, so re-schedule the hearing.

Should he or she so desire, the student may be accompanied at the hearing by an adviser of his or her choice, selected from among the members of the Seminary community.

(c) *Academic Probation.* If a student's academic performance in the Seminary is adjudged by the Committee on Professional Studies to be deficient, for any of the reasons set forth at 5.2(a) above, but the Committee believes that suspension or dismissal is yet unwarranted in light of the total situation, it may proceed to place that student on academic probation. Academic probation thus instituted serves both as a warning to the student and as an occasion for the Committee, through the Director of Professional Studies, to provide special guidance concerning his or her performance and program. The following principles shall govern the status of academic probation:

- (1) It may be imposed or removed only by action of the Committee on Professional Studies, of which written notice shall be given to the student by the Director of Professional Studies, but no formal hearing shall be required;

- (2) A student on academic probation shall plan his or her program in consultation with the Director of Professional Studies, who may prescribe the components of that program either in whole or in part;
- (3) If the student's work during the following two semesters shows satisfactory improvement, the Committee shall terminate the probationary status;
- (4) If the student's work does not show satisfactory improvement during a period of academic probation, the Committee on Professional Studies may proceed to recommend his or her suspension or dismissal, but only in conformity to the procedures outlined at 5.2(b) above.

### 5.3 Action Stemming from Other Causes

(a) Unlike deficiencies in academic performance, which become a matter of settled record, the other specified bases for suspension or dismissal (see provision 5.1(d) above) may involve the weighing of diverse testimony and the application of broad principles to specific situations. Furthermore, the charges upon which action might be based may originate in one or more of many parts of the Seminary community. To protect the rights of all concerned, and to avoid attracting undue attention to matters of transitory significance, the following procedures will be carefully observed:

- (1) If a member of the Seminary community becomes directly aware of a situation that reasonably could give rise to disciplinary action against a student, it shall be his or her responsibility, before initiating any formal action to discuss the matter with the person or persons concerned, in an effort to overcome any misunderstandings that may be present, to achieve a harmonious resolution of the situation, and to set in motion processes that may discourage the development of similar misunderstandings or problems in the future.
- (2) If this approach is unsuccessful, the matter may be brought to the attention of the Committee on Professional Studies, in writing, either through the Director of Professional Studies or through the chairman of the Committee.
- (3) Where the Committee on Professional Studies finds that the allegations against a student would, if established, provide the basis for disciplinary action, and where the

person advancing the allegations asks that charges be pressed, the Committee shall set a convenient time for a hearing thereupon. The student against whom the charges are advanced shall be notified in writing of the nature of those charges and of the evidence upon which they are based. This notice, which also shall include indication of the time and place of the hearing, shall be postmarked, or delivered to the student's campus address, at least ten calendar days prior to the date of the hearing. At the hearing the student shall have opportunity to speak in his or her own defense, to confront those who are presenting the charges and associated evidence, to present witnesses and evidence on his or her own behalf, and to be accompanied by an adviser of his or her choice, selected from among the members of the Seminary community.

- (4) When in the judgment of the Committee the parties to the case have been equitably heard, the Committee shall retire for deliberation. If in its judgment no cause for action exists against the student, the matter shall be declared closed. If it concludes that disciplinary action should be taken, it shall formulate its recommendations in that regard, indicating the reasons upon which its conclusions and recommendations are founded.
- (5) The recommendations of the Committee, with supporting reasons, shall be communicated in writing to the parties concerned. If the student against whom the charges have been sustained chooses to accept the recommendations of the Committee without further contest, he or she shall so inform the chairman of the Committee, in writing. If the student does not choose to accept those recommendations, the matter shall be placed before the Faculty for decision.
- (6) The student against whom charges are thus pending shall have opportunity to present to the Faculty, in person, a concise argument on his or her own behalf; in the alternative, he or she may designate some other member of the Seminary community to make such a presentation. The Committee on Professional Studies shall be considered the other party to the case.
- (7) After the case has been presented, when the Faculty retires for deliberation and decision, no one who has been associated with the case at its earlier stages shall

be present or participate in the action.

(8) The decision of the Faculty shall be spread upon its minutes and shall be promptly communicated to the parties, over the signature of the Dean of the Seminary.

(b) The procedures outlined immediately above are intended to cover cases in which the student's continuing relationship to the Seminary may be placed in jeopardy. They should not be construed to imply the right of hearing on disciplinary matters of a less serious nature, which matters ordinarily are adjudicated, where formal action becomes necessary, on a written record.

## APPEAL OF DECISIONS

### 6.1 To the Director of Professional Studies

(a) If a student is aggrieved by the decision of an instructor in a matter of academic procedures, after he or she has conferred further with that instructor, appeal may be taken to the Director of Professional Studies.

(b) Subject to the authority of the Faculty, it shall be the responsibility of the Committee on Professional Studies to provide for the Director general guidelines within which such appellate decisions shall be made. In particular cases the Director of Professional Studies may consult the Committee for guidance, interpretation, and decision.

### 6.2 To the Committee on Professional Studies

(a) If any directly affected party is aggrieved by the decision of a member of the Seminary staff, in a matter that falls within the scope of these Regulations, he or she may appeal that decision to the Committee on Professional Studies. Notice of appeal shall be given, in writing, to the chairman of the Committee or to the Director of Professional Studies.

(b) Appeals ordinarily are decided without a formal hearing. Should he or she so desire, however, the party making the appeal shall be afforded an opportunity to be heard in person by the chairman and two members of the Committee or, at the discretion of the chairman, by the full Committee.

(c) Where there is a question of Faculty policy involved, the Committee on Professional Studies may consult with the Curriculum Committee before rendering its decision.

### 6.3 To the Faculty

(a) Appeal may be had to the Faculty from a decision of the Committee on Professional Studies. Notice of appeal, together with any relevant papers that the appellant may wish to provide, shall be filed with the Dean of the Seminary or, if the Dean have been a party to the case below, with the Secretary of the Faculty.

(b) The appeal shall be presented to the Faculty by a member of the Seminary community designated by the appellant. If no such designation is made, the Dean of the Seminary (or the Secretary of the Faculty) shall make the presentation.

(c) After the case has been presented, when the Faculty retires for deliberation and decision, no one who has been associated with the case at its earlier stages shall be present or participate in the action.

(d) The decision of the Faculty shall be spread upon its minutes and shall be promptly communicated to the parties, over the signature of the Dean of the Seminary or the Secretary of the Faculty.

### 6.4 To the President of the Seminary

(a) Subject to the authority of the Board of Trustees, final appeal in all cases covered by these Regulations shall be to the President of the Seminary.

(b) Appeal to the President of the Seminary ordinarily is made in person.

### 6.5 Timeliness

(a) In order for an appeal to be considered, it must be filed and prosecuted promptly after the decision in question has been reached and announced.

(b) Absent circumstances beyond the control of the appellant, ten calendar days ordinarily will be regarded as the outside limit for the indication of intention to appeal.

### 6.6 Rehearing and Reconsideration

(a) Before an appeal is taken from a decision at any level, a request may be entered for a rehearing and reconsideration.

(b) Although frequently encountered at the point of initial

decision, requests for rehearing or reconsideration of actions taken on appeal are not encouraged.

## ATTENDANCE AT GRADUATION

### 7.1 Attendance Required

(a) Unless excused in writing by the Committee on Professional Studies, candidates for graduation must be present at the commencement exercises in order to receive the degree.

(b) Acceptable bases for excuse include the completion of requirements in mid-year, schedule conflicts involving ecclesiastical judicatories, and professional employment from which absence cannot reasonably be requested.

## OFFICE OF THE REGISTRAR

The Office of the Registrar, Room 113 Hodge Hall, is open 8:30–10:30 A.M. and 2:30–3:30 P.M., Monday through Friday, during the academic year. The staff maintain student academic records and grades; maintain and process transcripts; and handle Veterans Administration benefits, draft board letters, visa renewals for international students, current student addresses and certification of student status for such problems as loan deferments.

For an appointment with the Registrar or with the Director of Professional Studies, whose office is in the same suite, telephone the departmental secretary, extension 240. For services performed in the Office of the Registrar, see the Recorder, in Room 113, or call extension 248, during the hours listed above only. The other hours of the work-day are devoted to the research and paper work necessary to maintain *your* files and process *your* requests.

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